



**James Turcio**  
**Building Official**

# CITY OF NEW HAVEN

*Toni N. Harp, Mayor*

## BUILDING DEPARTMENT

200 Orange Street, 5<sup>th</sup> Floor

New Haven, CT 06510

Phone: (203) 946-8045 Fax: (203) 946-8049

[www.cityofnewhaven.com](http://www.cityofnewhaven.com)



**Michael Piscitelli**  
**Acting Economic**

**Development Administrator**

### REFUND POLICY FOR BUILDING & TRADES PERMIT TERMINATIONS

*(eff. November 1, 2018)*

Pursuant to the 2018 Connecticut State Building Code Section 109.6, the City of New Haven Building Department will adhere to the following protocol when considering refund requests due to building, mechanical, electrical and plumbing permit terminations. There will be **no exceptions** made to this policy.

#### Permit Fees Paid By Cash, Check, or Money Order

1. All refund requests must be submitted to the Building Official for review and approval via our Permit Termination form along with the required certification, notarization and supporting documentation. **Copies are inadmissible.**

Refund requests are also subject to review and approval by the City of New Haven Finance Department. An IRS W-9 Form must be submitted along with all Permit Termination forms that request a refund. Completed W-9 forms will not be kept in the Building Department, but will be sent to the Finance Department for review to determine financial eligibility for a refund. Submission of a W-9 form is a one-time process unless otherwise notified by the City of New Haven.

Approval must be granted by both the Building and Finance departments prior to issuance of a refund. Denial by either department will result in an automatic denial of the refund request.

2. Refund requests must be submitted within 30 days of permit issuance.
  - a) **There is a \$50.00 administrative processing fee for every permit that is refunded.** However a Permit Fee Letter of Credit will be issued, if requested, at the full value of the permit towards a future project without incurring an administrative fee.
  - b) **Permit fees of \$100.00 or less will not be refunded.** However a Permit Fee Letter of Credit will be issued, if requested, at the full value of the permit towards a future project without incurring an administrative fee.
  - c) **Permit Fee Letters of Credit** will be mailed within 7 to 10 business days.
  - d) **Requests for a Partial Refund of permit fees** will not be accepted.
3. Permit refund requests may be subject to additional review and/or scrutiny if deemed necessary by the Building Official. This may include but is not limited to an inspection of the premises and/or project to substantiate the refund request; provision of additional information, documents and/or certifications regarding the project to support the refund request, etc.
4. The City of New Haven usually takes 4 to 6 weeks to complete the refund process. Electronic refunds are also subject to any additional protocols established the City of New Haven Finance Department.
5. Permits cancelled before 3:00pm on the same day, will be refunded at 100% (no administrative processing fee). The original payment receipt and temporary work permit (*building permits only*), must be submitted along with the Permit Termination form.
6. Education Fee Refund:
  - Fees will be refunded at 100% prior to permit issuance
  - No refund will be granted following permit issuance

#### Permit Fees Paid By Credit Card or PayPal

Permit fees that are paid by credit card or via PayPal will adhere to the same protocol outlined above and may be subject to additional requirements established by the City of New Haven Finance Department. Any administrative fees assessed relating to credit card or electronic check payments including PayPal will not be reimbursed. For more information contact the Finance Department at 203-946-8300.



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CITY OF NEW HAVEN  
AN ECONOMIC DEVELOPMENT DEPT.

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Development Administrator

### Permit Termination

Applicant Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

Work Location: \_\_\_\_\_ Permit #: \_\_\_\_\_ - \_\_\_\_\_

Note: If you are acting as agent for the owner or contractor on record you need a letter from that party stating you have permission to sign on their behalf.

The certification must be completed by either the owner of above named property or contractor on record.

**CERTIFICATION:** I hereby certify that:  I am the owner on record of the named property or  that the proposed work was authorized by the owner on record, and I/we agree to conform to all applicable laws, regulations, and ordinances. All information contained within is true and accurate to the best of my knowledge and belief.

Signature of Owner/Contractor: \_\_\_\_\_

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of the Notary public: \_\_\_\_\_

**\*Refund:** Any refund requested of this department shall be subject to approval by both, the Building Official and Finance Department. If and once approved, the refund shall be subject to an administrative fee of \$50.00 (fifty dollars), withheld from the refund amount. All refunds can take anywhere from 4-6 weeks to process.

If a refund is not desired, a credit for the full permit amount paid shall be issued which can be used towards any future permits taken out until the amount of the credit is exhausted.

Refund\*  
(Completed IRS W-9 Form Required)

Credit

#### For Official Use Only

Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### Refund/Credit Approval:

Approved

Denied

Building Official: \_\_\_\_\_

By completing this application, I understand that no work shall continue under the above specified permit. To commence work again the issuance of a new permit is required.

\*See reverse side for Building & Trades Permit Terminations Refund Policy