



**City of Twin Falls**  
**Building Department**  
203 Main Ave E  
P.O. Box 1907  
Twin Falls, ID 83303-1907

Phone: 208-735-7238  
Fax: 208-736-2256  
www.tfid.org

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Revised November 19, 2018

City of Twin Falls  
Building Department

### Permit Refund Policies and Procedures

A portion of the permit/plan review fee may be refunded provided a **written request** is made by the person who paid for the permit and is subject to the guidelines listed below:

#### **Building Permit Applications (before permit is issued)**

- 80% if no plan review has been done (includes plan review fee)
- 65% if partial plan review has been done (includes plan review fee)
- 50% if complete plan review has been done (only 25% of the plan review fee is refundable)
- No refund for permit applications that have expired.

#### **Building Permit Refunds (after permit is issued)**

- No work shall have commenced on the project for which the permit was issued.
- The permit card should be surrendered.
- Qualifying refunds shall be 50% of the original permit fee (excluding plan review fee).
- No refund for plan review fee.
- No refund for permits that have expired.

#### **Over the Counter (MEP) Permits**

- No work shall have commenced on the project for which the permit was issued.
- Refund will be minus a 15% administrative/processing fee.
  - Exception if Area of Impact permit was issued by Office Staff
- No refund for permits that have expired.

Jarrod Bordi  
Building Official



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## Refund Submittal Request

Person Making the Request: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

- New Construction
  - New Residential
  - New Commercial
  - New Accessory
- Remodel
- Addition
- Mechanical, Electrical, or Plumbing

Reason for requesting a refund: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signatures below signify that the City of Twin Falls is held harmless for any legal involvement regarding this request.

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_  
or Representative

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For Office Use only

Was the permit issued using the online portal or in the office?     Online Portal     Office

Permit Cost: \$ \_\_\_\_\_ - 15% Admin Processing Fee = Refund Amount \$ \_\_\_\_\_