



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

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.

Building Safety Department



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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
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

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 \$ _____