



Building Codes Enforcement

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SOG : 103	Related Policies: SOG Title: Refunds
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
<p>Applicable SC Statutes: Applicable SC Code of Regulations:</p>	
<p>OSHA:</p>	
<p>NFPA Standard:</p>	
<p>Date Implemented: 10/26/18</p>	<p>Date of last revision :</p>

PURPOSE: To establish guidance for the issuance of refunds. The intent is to keep the records of this division clean and demonstrate proper accounting for public monies. Therefore if a permit is withdrawn, a plan substitution is being made for a permit already issued, a permit was obtained in error or any circumstances that require the refund of permit fees, all refundable fees will be processed for refund to the original applicant. The division will not attempt to “track” fees paid by previous permit issuance.

RESPONSIBILITY: The Permit Tech will issue refunds as approved by the Chief Building Official.

PROCEDURE:

- Expired permits: No refund unless approved by the Chief Building Official in specific cases.
- Withdrawn applications and substitute applications: must be approved by the Chief Building Official for each case.
- Fees for services rendered – to include any plans review fees, administrative fees and issuing or filing fees – will not be refunded.

- Fees refunded will include only fees that are not for services rendered.
- No fees will be carried over or “credited” to a new permit except as approved by the Chief Building Official.