



Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

LAND USE DEPARTMENT
(860) 649-8066 Phone
(860) 643-0021 Fax

BUILDING DEPARTMENT REFUND POLICY

Section R108.5 of the 2021 IRC/2022 CT State Code authorizes the Building Official to establish a refund policy. That policy is as follows:

Once a Building or a Zoning permit application has been received and the funds have been deposited, the following shall apply:

No refund will be granted or processed until a written request is received from the applicant. The request shall contain the permit application numbers, the address of the project location, and the date of application.

If no review of plans for Zoning permit purposes has been conducted, the applicant is entitled to a 100% refund. If the review has commenced or is completed, no refund will be given.

If no plan review has commenced for Building permit purposes, the applicant is entitled to a 100% refund. Once review commences and/or a permit has issued, refund of the permit fee will be at the discretion of the Building Official. To qualify for a refund, permit fees must have been paid in excess of \$75.00. The Building Department will retain a minimum of a \$75.00 administrative fee (said fee may increase depending on level of review and project complexity). No refunds will be granted from one fiscal year to the next.

In the case that an approved permit expires for any reason, no permit fees will be refunded and a new application must be submitted with the applicable application fees.

The applicant may appeal the decision of the Building Official in writing to the Town Administrative Officer.