



## Town of Windham, Maine

Code Enforcement Department  
8 School Road  
Town Hall- Second Floor  
Zoning- Building Inspections- Code Enforcement

Tel: (207) 894-5960 ext 1  
Fax: (207) 892-1916  
www.windhammaine.us

### Building Permit Refund Policy

#### I. Purpose

To establish the authority for refunding building permit fees and setting the limits of such refunds.

#### II. Procedure

- A. Fees for permits issued by the Code Enforcement Department are eligible for partial refund only under the following circumstances:
  1. The permittee requests a refund in writing and provides cause why the permit is no longer required;
    - a. Note: Reference Section 1201 (F) for refund of impact fees.
  2. The permit was not an Internal Plumbing & Subsurface Wastewater Disposal System permit;
  3. The permit was issued no more than 180 days prior to the refund request; and
  4. Construction has not commenced under the permit.
- B. Permit fees are eligible for partial refund in the following amounts:
  1. No refunds will be made for permit fees of \$50.00 or less;
  2. Refunds will be made for permits that require review by the Zoning and Code Enforcement Coordinator only in the full amount of the permit fee, less 10% of that fee, or \$50.00, whichever is greater;
  3. Refunds will be made for permits that require review by the Zoning and Code Enforcement and a Code Enforcement Officer only in the full amount of the permit fee, less 25% of that fee, or \$100.00, whichever is greater; and
  4. During each calendar year, no more than three (3) building permit refunds per calendar year, shall be granted to any one person, firm, or corporation (this includes corporations with the same majority ownership).
- C. All refunds will be recorded and paid through the Finance Department.

#### III. Reservation of Authority

- A. The Code Enforcement Officer and Town Manager or designee may establish an alternate fee due date no more than 90 days should the applicant display bank financing constraints; and
- B. The Town Manager or Code Enforcement Director reserves the authority to amend, modify, or change this policy with 30 days' notice

#### Reference:

Chapter 116, Town of Windham, Maine Growth Management Ordinance  
The Town of Windham, Maine adopted Fee Schedule