City of Alexandria, Virginia

Department of Code Administration

ALEXANDRIA PERMIT CENTER

FEE SCHEDULE

Effective July 1, 2025

City Council Resolution: 3287

The following is a description of the fees charged for various permits and certificates issued by, and for various services performed by the Alexandria Permit Center. No permit or certificate may be issued, nor service rendered, until the applicable fee has been paid in full,

Note: Where the term "Residential" is used in this schedule, the fee is applicable to those residential buildings, structures and trades subject to the International Residential Code as adopted by the Virginia Uniform Statewide Building Code (USBC). Where the term "Non-residential" or "Commercial" occurs, it applies to all other buildings, structures and trades subject to the International Building Code or International Existing Building Code as adopted by the USBC.

When fees are based on construction value the permit applicant shall, when requested, provide supporting documentation of the total construction cost. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.) A copy of a ratified contract between the party providing services (applying for permit) and the receiver of those services, or the detailed cost estimate will satisfy this requirement. When work involves a property owner exempt from state and local licensing and/or tradesmen certification, a copy of material estimates and/or contracts with applicable contractors will satisfy the requirement.

ADMINISTRATIVE FEE:	A fee of 14% shall be assessed on all Code Administration and Fire Department fees processed by the Alexandria Permit Center - Permit and Land Use Management System (APEX).
PERMIT CENTER FEE:	A fee of 11% shall be assessed on all permits and certificates issued by the Alexandria Department of Code Administration, and Fire Department fees processed by the Alexandria Permit Center – Permit and Land Use Management System (APEX) to support Permit Center operations.
TRAINING PROGRAM FEE:	A fee of 0.2% shall be assessed on all permits (not certificates) processed by the Alexandria Permit Center – Permit and Land Use Management System (APEX) to support customer training.
INFORMATION TECHNOLOGY FEE:	A fee of 5% shall be assessed on all fees processed by the Alexandria Permit Center – Permit and Land Use Management System (APEX) to be dedicated to information technology and customer access.
VA. TRAINING ACADEMY LEVY:	As established by the Code of Virginia, a state levy shall be assessed on all permit fees to support training provided by

	the Virginia Department of Housing and Community Development through the Jack Proctor Virginia Building Code Academy. All fees collected for this levy are remitted to the Virginia Department of Housing and Community Development quarterly.
MINIMUM PERMIT FEE:	The minimum fee for any permit issued by the Alexandria Department of Code Administration shall be $95.00. The minimum fee for any fire prevention permit issued by the Fire Department are provided in the current edition of the Virginia Statewide Fire Prevention Code - Table 107.2.
PAYMENT PROCESSING FEE:	The City's vendor charges payment processing fees based upon industry standard applicable rates. The City of Alexandria does not control these fees nor do these charges represent revenue to the City.

Code Administration Site Plan, Plan Review and Building Construction Fees

A. Site Plan Review Fee:

The following fees shall apply:

- $75.00 for each initial Site Plan Review (DSP) reviewed by the Alexandria Department of Code Administration.
- $75.00 for each initial Special Use Permit. (SUP)
- $200.00 for each initial Development Special Use Permit (DSUP) reviewed
- $35.00 for each initial BAR or Zoning Appeal Case reviewed.

B. Permit Application Deposit:

A non-refundable deposit of 35% of the total estimated permit fee (including levies) is required with permit applications which require plan review. The remaining balance of the total permit fee due shall be paid when the permit is approved. The permit application deposit is non-refundable.

C. Plan Review Fee:

Plan review services are included for all building construction and associated trades through the building and trade permit fees unless otherwise specified. No additional plan review fee will be charged unless there are plan revisions or amendments provided after a permit is approved as provided for in Part E of this section.

Advanced Plan Review:

Application can be made for Advanced Plan Review Services. This service can be requested while a project is in the pre-permit land use approval process, but before the construction project is eligible to apply for a building permit. The Accelerated Plan Review Services fee shall be $0.045 per square foot for residential buildings constructed and $0.09 for non-residential buildings. Alterations or renovations constructed under the Virginia Construction Code or Virginia Existing Buildings Code shall be $0.075 per square foot. There shall be no minimum fee. No Advanced Review fee shall exceed $10,000 regardless of project size. Advanced Plan Review Services fees are not eligible for refund and are not applied to building permit fees.

D. Pass-through Fees for Plan Review and Inspections Services:

At the discretion of the Director, projects may be approved for third party plan review and inspection services with the understanding that 100% of the fees associated with these services will be recovered and paid to the City in addition to the regular permit fees. Projects that qualify for third party inspections under the Alexandria Code Administration Third Party Policy may request approval of third-party inspection services. However, there are no fee reductions for use of optional third-party services.

E. Plan Revisions/Resubmittals:

Initial plan review for building, plumbing, mechanical, electrical, energy conservation permit plans and review of one additional submission to verify that corrections have occurred from the initial review are part of the services covered under the building permit fee. Additional fees shall apply to any subsequent revisions and/or resubmittals, as follows:

- The fee to revise/resubmit drawings for new commercial, single family, and multi-family construction shall be $100 per trade discipline. If the revision results in a change in the estimated cost of construction, the permit fee shall be revised to account for the revised estimated cost in addition to the $100 revision fee.

- The fee to revise/resubmit drawings for an alteration to an existing residential and commercial occupancy shall be $50 per trade discipline. If the revision results in a change in the estimated cost of construction, the permit fee shall be revised to account for the revised estimated cost in addition to the $50 revision fee.

F. New Construction Fee:

The fee for residential new construction shall be $.75 per square foot. This shall include, but is not limited to basements, garages, roofed carports.

The fee for non-residential buildings and structures shall be $7.50 per $1,000 of the estimated total construction cost.

Total construction costs for new construction, to include additions, shall be computed by multiplying the total gross area square footage of the structure by the figure in Table 1 of the current "Building Valuation Data" as published by the International Code Council (ICC), corresponding to the appropriate use group and type of construction. Total gross area square footage is defined as the gross area of each floor, including basement and garage. New Construction permit fees are intended to be applied to the cost of building inspections administration and building/trade plan review. Fees are charged for the inspection of each trade area associated with new construction as found in the remainder of this fee schedule.

G. Systems Furniture:

The permit fee for system furniture is minimum permit fee; including system furniture that is part of a larger construction project.

H. Modular/ Factory-Built One and Two Family Dwellings:

Modular/factory-built one and two family dwellings/structures are not subject to the above fees as their review and inspections are conducted off site by a state approved third party. The fee for the foundation, setup, inspection of grading and subsequent features added on site shall be $250.00. Trade permits are required for the connection to water, sewer, and electricity and to set exterior mechanical equipment.

All Other Construction

A. Relocation of a Building or Structure

The fee to remove a building or structure from one lot to another or to a new location on the same lot shall be fifteen dollars ($15.00) per thousand ($1,000) of the total estimated cost of moving, plus the cost of new foundations and all work necessary to place the building or structure in its completed condition in the new location.

B. Non-residential Tenant Improvements, Alterations, and Repairs:

Non–residential tenant improvements, alterations and repairs constructed under the Virginia Construction Code or Virginia Existing Building Code are calculated at $0.48 per square foot of gross floor area; $19.75 per $1,000 of the total construction cost; or minimum permit fee; whichever is greater. The gross floor area shall be the floor area within the perimeter of the outside walls of the building or space under construction. The total construction cost shall include all involved labor and material valued at the current market value plus overhead and profit (total contract price).

C. Business Use to Residential Use (B to R2):

The permit fee for converting business use to residential use will be 7.50 per $1,000 of the total construction cost.

D. Residential Alterations and Repairs:

Residential alterations and repairs are calculated at $0.30 per square foot of gross floor area; $18.00 per $1,000 of the total construction cost; or minimum permit fee; whichever is greater. The gross floor area shall be the floor area within the perimeter of the outside walls of the building or space under construction. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price).

E. Residential Special Construction:

The following areas of construction for residential projects subject to the Virginia Residential Code shall have an established fee based on project type. The fee includes the cost of plan review and inspections.

Decks	$100.00
Residential roofing, siding, or window replacements in designated Historic Districts	Minimum Permit Fee
Pools	$110.00
Chimney, Fireplace, Wood stove, Insert (Not part of new construction)	Minimum Permit Fee
Residential Solar Photovoltaic System (Solar Panel)	Minimum Permit Fee

F. Other Special Construction:

Non-Residential and Residential Special construction items are calculated at $0.215 per square foot of gross floor area, $19.75 per $1,000 of the total construction cost; or minimum permit fee; whichever is greater. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price).

Specialty construction items include (but are not limited) to the following:

1. Excavation, sheeting, shoring, construction of footings and foundations when special approval is

obtained from the Director of Code Administration prior to issuance of a permit for full construction.
2. Installation of retaining walls, signs, and other miscellaneous structures.
3. Swimming Pools.
4. Any construction or installation not specifically mentioned in the previous fee areas or as determined by the Director of Code Administration or designee.

G. Other Temporary Structures

1. Tower Cranes – minimum permit fee
2. Tents – minimum permit fee

H. Asbestos Removal/ Abatement

The fee for asbestos abatement shall be the minimum permit fee.

I. Non-Residential Re-roofing

Non-Residential re-roofing projects shall be calculated at $0.22 per square foot of roof area or the minimum permit fee, whichever is higher.

J. Demolition:

The following fees shall apply for the demolition of a building or structure:

Residential accessory building or detached garage	$ 85.00
Residential structure or non-residential accessory structure	$ 150.00
Non-residential structures	$250.00

A performance bond or cash deposit is required in the amount of one dollar per square foot ($1.00/sq. ft.) for the gross square footage of the building to be razed for the purpose of assuring the completion of the demolition, securing the site for public safety, finished grading, sodding/seeding the site and other necessary measures to prevent soil erosion. The minimum cash deposit or bond shall be $1,000.00. Should the bond/cash deposit not adequately fulfill this purpose, the City of Alexandria shall have the right to place a lien on the property in an amount sufficient to reimburse it for the expenses made to enforce or accomplish compliance with the above to the extent the same are not adequately provided for by the bond.

I. Amusement Rides (Definition and fee established by the USBC):

Amusement device fees shall be in accordance with the rates established by the current Virginia Amusement Device Regulations. The Virginia Training Academy Levy shall apply to all amusement device permits.

Fees for any regulated amusement device are established and charged according to the current edition of the Virginia Amusement Device Regulations. Amusement ride operators have the option of hiring State certified third party inspectors or having the City perform inspections on the amusement devices. If a third-party inspector is used, proof of financial responsibility (bond or Certificate of Insurance) in the amount of $300,000 must be provided.

Certificates of Use and Occupancies

A. Permanent Certificate of Use and Occupancy:

The following fees shall apply to the issuance of a certificate of use and occupancy for any of the following projects:

Residential Certificate of Occupancy (per individually permitted dwelling unit) and residential addition Certificate of Completion.	$156.75
Commercial space 1000 square feet and less	$177.50
Commercial space 1001 and 2500 sq. ft.	$203.75
Commercial space greater than 2501 sq. ft.	$230.00
Shell and core areas of any building.	$545.00

B. Temporary Certificate of Occupancy:

Fees for Temporary Certificates of Occupancy shall be an additional 25% of the Certificate of Occupancy fee stated above. The fee to extend an issued Temporary Certificate of Occupancy shall be 50% of the original fee paid for each extension period.

C. Team inspections (Change of Use and Special Request):

A fee shall be paid for each inspection involving an application for a change in use or other special request such as a Certificate of Occupancy for an existing building when one does not exist. This fee shall be applicable when it is determined that an inspection is required to document existing uses or conditions, and the inspection is to be conducted by one or more of the following disciplines:

- Building;
- Electrical;
- Plumbing;
- Mechanical (gas);
- Fire Protection Systems;
- Maintenance Code Inspection; and/or
- Fire Marshal/Fire Inspector.

The fee for an inspection requiring all disciplines conducted at one time shall be $150.00. Should the inspections not involve all disciplines, a fee of $65.00 per discipline shall be paid if only one or two disciplines are required to satisfy the inspection. These fees are not credited toward the cost of any future permits necessary for compliance with the USBC or other applicable city ordinances. If the inspection is canceled one working day in advance of the scheduled inspection by the applicant, the fee is refundable upon application in writing to the Director within three months of the date of payment if it is not performed.

D. Documentation of Existing Certificate of Use and Occupancy or Replacement Certificate(s)

The fee to provide written documentation in accordance with the Virginia Uniform Statewide Building Code that a Certificate of Occupancy was issued or that a structure does not have a Certificate of Occupancy, but there are no known code violations shall be $35. The fee to replace an issued Certificate of Occupancy shall be $25.

Fire Protection Systems Fees

A. Fire Suppression Systems

The fee for fire suppression systems shall be the minimum permit fee or 3.7% of the total fire suppression system construction costs, or $10.50 per head, whichever is greater. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.) Non building code required residential sprinkler systems constructed in accordance with the Virginia Residential Code shall be 50% of the above fees.

Exception: A $100 permit fee will be charged for the replacement of sprinkler heads as part of any Virginia Department of Housing and Community Development or Virginia Department of Fire Programs recognized recall. However, all required inspections shall be performed following the completion of work performed under a recall.

B. Fire Alarm Systems

The fee for a fire alarm system shall be $ 78.75 plus $13.65 per initiating and indicating device or 3.7% of the total fire alarm construction costs, whichever is greater. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price).

Electrical Permit Fees

The following fees shall be charged for permits involving electrical work:

A. New Residential

The electrical permit fee to construct a new residential unit built in accordance with the V i r g i n i a Residential Code (Detached single family, duplex or townhouse) shall be $194.00 per dwelling unit.

B. New Construction Non Residential and Building Core and Shell

Base Fee	
Up to 3000 sf.	$ 325.00
3001 to 10,000 sf.	$ 487.50
10,001 to 20,000 sf.	$ 650.00
20,001 sf. 30,000 sf.	$ 877.50
Over 30,000 sf.	$1,140.00
In addition to the base fee above, per unit fee or per square foot shall be charged for each floor above the first:	
Use groups A, F, I, H, R1	$.07
Use Groups B, M, E, S, U	$.06
Apartment/Condominium units R2).	$92.00 per unit

In addition to the fee above, the service fee noted in D below shall apply.

C. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; All Uses

The fee for renovation, alterations, additions, equipment, appliances, devices, and service panel replacement shall be $19.50 per $1,000 of the total construction cost or minimum permit fee; whichever is greater. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price.)

D. EV (vehicle) Charging Equipment

The permit fee **per** EV charging equipment is minimum permit fee**.**

E. Special Electrical Permit Fees

The minimum fees for special electrical permits for new services, service replacements, generators, and temporary construction site electrical services and temporary generators the amperes has been adjusted see below:

1. Temporary Service Installations:
   - 60 through 100 amperes service $82.00
   - 101 through 401 amperes service $124.00
   - Over 401 amperes service $192.00
2. Service Equipment New and Replacement:
   - First 200 amperes $92.00
   - 201 through 600 amperes $182.00
   - 601 through 1200 amperes $271.00
   - Over 1200 amperes.....$379.00

   Plus $25.00 per 100 amps or fraction there of above 1200 amps

The permit fee for any special electrical equipment not mentioned above shall be determined by the Building Official based upon the costs involved in the enforcement of the Virginia Uniform Statewide Building Code (USBC).

Plumbing Permit Fees

The following fees shall be charged for permits involving plumbing work:

A. New Residential

The plumbing permit fee to construct a new residential unit built in accordance with the Virginia Residential Code (Detached single family, duplex or townhouse) shall be $194.00 per dwelling unit.

B. New Construction Non Residential and Building Core and Shell

Base Fee	
Up to 3000 sf.	$ 325.00
3001 to 10,000 sf.	$ 487.50
10,001 to 20,000 sf.	$ 650.00
20,001 sf. 30,000 sf.	$ 877.50
Over 30,000 sf.	$1,140.00
In addition to the base fee above, per unit fee or per square foot shall be charged for each floor above the first:	
Use groups A, F, I, H, R1	$.07
Use Groups B, M, E, S, U	$.06
Apartment/Condominium units R2).	$92.00 per unit

C. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; All Uses

The fee for renovation, alterations, additions, equipment, appliances, and device replacement shall be $19.50 per $1,000 of the total construction; or minimum permit fee; whichever is greater. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price).

Mechanical Permit Fees

A. New Residential

The mechanical permit fee to construct a new residential unit built in accordance with the Virginia Residential Code (Detached single family, duplex or townhouse) shall be $194.00 per dwelling unit.

B. New Construction Non Residential and Building Core and Shell

Base Fee	
Up to 3000 sf.	$ 325.00
3001 to 10,000 sf.	$ 487.50
10,001 to 20,000 sf.	$ 650.00
20,001 sf. 30,000 sf.	$ 877.50
Over 30,000 sf.	$1,140.00
In addition to the base fee above, per unit fee or per square foot shall be charged for each floor above the first:	
Use groups A, F, I, H, R1	$.07
Use Groups B, M, E, S, U	$.06
Apartment/Condominium units (R2).	$92.00 per unit

C. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; Gas Permits (New and Existing); All Uses:

The fee for renovation, alterations, additions, equipment, appliances, devices, and service panel replacement shall be $19.50 per $1,000 of the total construction cost; or minimum permit fee; whichever is greater.

Gas Permit Fees

A. Alteration, Repairs, Reconstruction, Tenant Fit Out, Specialty items and Additions; Gas Permits (New and Existing); All Uses:

The fee for renovation, alterations, additions, equipment, appliances, devices, and service panel replacement shall be $19.50 per $1,000 of the total construction cost; or minimum permit fee; whichever is greater.

B. The fee to alter or install new natural or LP gas piping systems shall be as follows:

The base fee shall be $40.00 for residential projects and $60.00 for non-residential projects plus the equipment fee listed in this section:

Plus, per outlet (each) $20.00
Extending or relocating gas line or pipe (each).....$15.50
Automatic gas valve (commercial range hood) (each).....$15.00

Elevator Permit and Annual Certification Fees

A. Annual Elevator Inspection Program; Initial Elevator Inspection:

The fee for initial inspections of a new elevator, semi-annual and annual inspections of an existing elevator, escalator, dumbwaiter, chairlift, man-lift, and moving walkway, and any re-inspection fees are based upon the contract fees as established for payment of third party elevator inspection service secured by the Department of Code Administration.

B. Initial Installation and Construction Permit Fee:

The fees are calculated at one hundred percent (100%) identified in the 3rd party contract plus a 15% administrative fee. In addition, please note contractor is responsible for a separate final acceptance inspection fee which is NOT included in the permit fee. This fee is also calculated at one hundred percent (100%) of the actual cost to the City of Alexandria plus a 15% administrative fee.

The fee for the initial installation of one of the above listed devices shall be $19.50 per $1,000 of the total construction cost or the minimum permit fee, whichever is greater, plus $25.00 per floor. The total construction cost shall include all involved labor and material valued at the current retail market value plus overhead and profit (total contract price). The inspection fee noted above shall also apply.

C. Annual Elevator Certificate:

The cost for an annual operating certificate shall be $89.25 per elevator, escalator or moving walk, or $47.25 per dumbwaiter, chairlift, man-lift. The fee to replace a previously issued elevator certificate shall be $25.00 per elevator or device requested.

Additional Service Fees

A. Code Modifications

The fee for a code modification request for a residential construction project or residential application of the Virginia Maintenance Code shall be $85.00.

The fee for a code modification request for all other construction projects or the application of the Virginia Maintenance Code shall be $150.00.

B. Local Building Code Board of Appeals

There is no fee to file an appeal to the Local Building Code Board of Appeals for residential construction projects applied for under the Virginia Residential Code (VRC).

Fees required to file an appeal to the Local Building Code Board of Appeals for all other construction types are as follows:

Virginia Construction Code	$200
Virginia Existing Building Code	$200
Virginia Statewide Fire Prevention Code	$200
Virginia Property Maintenance Code	$0 – No Fee
Virginia Residential Code	$0 – No Fee
Virginia Amusement Device Regulations	$0 – No Fee

C. Administrative Amendments to Existing Permits or Certificate/Replacement Charges

The fee to make administrative changes to an existing permit or certificate to reflect a change in property ownership, address, Lien Holder information or change in contractor information shall be $35.00. The fee to replace an issued permit or certificate without changes shall be $25. Replacement permits and certificates do not extend the expiration date.

D. Inspections Not Covered In Permit Fees

a. Reinspection Fees – Each permit issued by the Department of Code Administration defines an inspection for each phase of work as one inspection and one reinspection. In the event that more than one reinspection is required to approve any element of construction for the same violations found in the first inspection or if access cannot be achieved for a requested inspection, a reinspection fee of $ 72.00 will be applied to the subsequent inspections to satisfy the code requirements.

b. Inspections Outside of Normal Work Hours – Inspections, plan review, or other Code Administration service requested to be conducted outside of normal work hours (including overtime during a normal work day, weekend, and holiday periods), will be charged a minimum fee of $ 224.00 for the first two hours and $112.00 per hour thereafter, per employee, involved with the requested service. These services will be authorized only if there is staff available and no other means is available to perform the service during normal work hours. The first two-hour period must be paid in advance of the requested inspection

and any additional hours will be billed to the permit holder.

c. Outstanding Inspection Fees - No reinspection will be conducted until the applicant has paid all pending reinspection fees. No permanent Certificate of Occupancy shall be issued if there are outstanding overtime inspections or reinspection fees for the project.

E. Work With Out Permits and Other Stop Work Orders:

An administrative fee shall be applied to work begun without a permit when a permit is required, or for work that exceeds what was approved with an issued permit when a Stop Work order has been issued.

The administrative fee shall be $250.00 for residential one and two family dwelling work and $500.00 for all other work. The administrative fee will be charged in addition to the regular permit fee to offset the additional administrative costs. Fees will be paid for each permit/trade cited on the issued Stop Work Order.

In addition, when the building official finds that work on any building or structure is being executed contrary to the provisions of this code or any pertinent laws or ordinances, or in a manner endangering the general public, a written stop work order may be issued. There is no fee associated with this type of Stop Work Order and the order shall only stop work specified in the order.

F. Building Code Compliance and Permit Date Extension:

The fee to request an extension to the compliance date for a building code case or permit is $100.00 for residential projects constructed under the Virginia Residential Code and $150.00 for all others. This request must be made prior to the expiration date for the permit and the permit cannot be extended beyond one new Virginia Building Code cycle unless approved by the Director of Code Administration via code modification. The fee is non-refundable.

Maintenance Code Inspections and Registrations

A. Residential Rental Inspection Permits:

A fee of $ 100.00 shall be charged for each one and two family residential rental unit inspected. This fee includes one reinspection at no additional charge. Each subsequent reinspection will be charged at $75.00 per unit.

For Multi-family residential buildings with more than ten (10) rental dwelling units, no less than two (2) units and no more than ten percent (10%) shall be inspected. A fee of one hundred dollars $100.00 per unit shall be charged for no more than 10 units, regardless of the number of units actually inspected. This fee includes one reinspection at no additional charge. If the 10% inspection determines that serious violations exist, additional units may be inspected at a fee of seventy-five dollars ($75.00) per unit. Each subsequent reinspection will be charged at seventy-five dollars ($75.00) per unit.

All fees must be paid before inspections are conducted and Certificates of Compliance are issued.

B. Registration of Vacant Buildings:

A registration fee of $100.00 shall be assessed to any building which has been continuously vacant for a period of 12 months or more and is required to be registered with the Department of Code Administration by City Ordinance 8-1-130.

C. Administrative fee:

In addition to the charges allowed in Sections 5-9-5, 5-9-6, and 5-1-87 of The Code of the City of Alexandria, Virginia, 1981 to recover cost of property clean up or grass mowing, an Administration Fee of $85.00 shall be charged to offset the administrative cost of managing the clean-up or mowing activity.

REFUND POLICY

All requests for refunds must be submitted in writing by the original applicant to the Permit Center Division Chief or the Building Official. The refund policy intends to comply with all applicable requirements of the VUSBC.

1. Refunds will be issued for the total cost of any fees paid if none of the following services were provided within three days of the written request:
    - Application review
    - Plan review
    - Consultations
    - Permit issued
    - Inspections
2. Refunds will be issued for the total cost paid minus the applicable costs of the following:
    - **Plan Review Only under 180 days:** 35% non-refundable fee for all plan review deposits
    - **Plan Review and Permits Issued under 180 days:** 35% non-refundable fee for each plan review deposit and 25% fee for administering each issued permit
    - **Permits issued that did not require a plan review under 180 days:** 25% non-refundable fee for administering each issued permit
3. The Following are Non-Refundable:
    - **Permit issued that did not require a plan review over 180 days:** Non refundable
    - **Plans Review or Permits Issued over 180 days:** Non refundable
    - **Permits Issued with inspections provided by City Inspection Staff:** Non refundable
    - **Applications submitted with deposit with no permits picked up over 180 days:** Non refundable
    - **Revision, Modification, and resubmission fees:** Non refundable
    - **Permit/Certificate replacement fees:** Non refundable