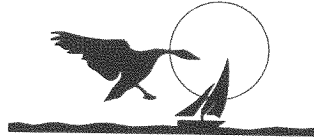


# City of Hendersonville



101 Maple Drive North

Hendersonville, TN 37075  
[www.hvilletn.org](http://www.hvilletn.org) · Fax (615)264-5327

Telephone (615)822-1000

Original Policy: April 30, 2019

## **Building Department Policy BD-19-0001      Refunds**

### Section Index:

1. Purpose
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3. Procedures

#### **1. Purpose:**

The purpose of this policy is to provide a procedure for refunds.

#### **2. Policy:**

It is the policy of the Building Department to protect and assist the community during the construction and development of property in an effort to achieve an acceptable living environment for the citizens of the city. It is also our policy to ensure that property is developed and maintained in a safe manner, by promoting excellence in design and building standards.

#### **3. Procedures:**

1. Refunds are permitted for issued permits within 180 days from issuance. Refunds shall be permitted up to 80% of the original application fee.
2. A refund application shall be completed and show just cause of the refund. The permit technician will ensure the application is complete.

**Mayor**  
Jamie Clary  
**Vice Mayor**

Arlene Cunningham

**Ward One**

Mark A. Skidmore  
Peg Petrelli

**Ward Two**

Pat Campbell  
Scott Sprouse

**Ward Three**

Arlene Cunningham  
Russ Edwards

**Ward Four**

Steve Brown  
Andrew Bolt

**Ward Five**

Darrell Woodcock  
Jonathan Hayes

**Ward Six**

Jim Waters  
Eddie Roberson

3. The permit technician will make a copy of the refund application and give the requestor a copy. The original shall be given to the administrative assistant for processing.
4. If the refund is for a permit application, the administrative assistant shall forward a refund request form to the chief building inspector for review. The chief building inspector go to site to ensure no work has been performed before issuing the refund.
5. The refund application shall be approved by the director of building before the refund is issued.
6. After approval from the director of building the refund shall be processed by the administrative assistant.



**REQUEST FOR REFUND**  
City of Hendersonville  
Building Department  
615-822-3802

<b>Date:</b>	<b>Permit #</b>	
<b>Permit Address:</b>		
Contact Person:	Phone:	Email:
Company Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

**REASON FOR REQUEST**


Revised 04/24/2019

**Office Use Only**

Intake by: \_\_\_\_\_ Date: \_\_\_\_\_ Refund Approved: Yes  No

Amount of Refund is 80% of original fee. Total refund amount \_\_\_\_\_

Building & Codes Official Signature: \_\_\_\_\_

Date submitted to Finance: \_\_\_\_\_

Receipt # \_\_\_\_\_

Invoice # \_\_\_\_\_