

## Building Official's Administrative Guidelines

### Administrative Fees

1. Per the authority granted in [EMC16.005.040](#), the Building Official hereby sets an administrative fee of one-hundred dollars (\$100.00) for each permit that requires reprocessing of previously approved and made ready permits for any of the following reasons:
  - a. Recalculating permit fees and reprinting permits if a new fee schedule is in effect due to a failure by the applicant to pick up the approved permit within the time frame of the previous fee schedule(s) in effect;
  - b. Recalculating of permit fees and/or reprinting of permits if revisions are submitted for re-review after the permit has been approved or issued that increase or significantly change the scope of work, requiring recalculations;
  - c. Reprinting of permits if there is an owner/contractor change after the permit has been approved or issued.
2. The administrative fee shall be paid in full prior to reprocessing of the permit.
3. Exception: The administrative fee shall be excused if recalculation or reprinting is due to an error on the City's part.

### Refund Policy

1. Per the [City of Everett Terms & Conditions](#) Section 1.d.1, refund policies are set administratively by the City Department in receipt of the payment. The Building Official has set the following refund policy for Everett Permit Services:
  - a. Eligibility:
    - i. Refunds for permit fees can only be granted if:
      1. Work described on the permit was not done and no inspections or site visits were made; or
      2. The permit was a duplicate of an already issued permit; or
      3. The permit was issued in error by Permit Services.
  - b. Refundable fees:
    - i. The permit fee is refundable in an amount of 80% of the permit fees paid with the following exceptions not included in the refundable amount:
      1. Credit card convenience/processing fees are non-refundable;
      2. State surcharge fees are non-refundable;
      3. Plan review (plan check) fees are non-refundable, unless the permit is withdrawn or cancelled prior to any plan review being performed.

- c. Refund Requests and Processing:
  - i. Permit refund requests are processed through City of Everett Permit Services. The requests must be submitted in writing to permit services staff.
    - 1. The following information is required in the refund request letter:
      - a. Permit number(s);
      - b. Project address;
      - c. Requestor contact information including current mailing address;
      - d. Brief statement summarizing the reason for the request;
      - e. Signature of the requester and date the request is made;
      - f. Copy of the permits identified in the letter.
    - 2. The refund request letter can be sent to Permit Services either:
      - a. Attached to an email sent to [everetteps@everettwa.gov](mailto:everetteps@everettwa.gov); or
      - b. Mailed to Everett Permit Services at the following address:

City of Everett Permit Services  
3200 Cedar St, 2<sup>nd</sup> Floor  
Everett, WA 98201



3200 Cedar Street  
Everett, WA 98201



425.257.8810  
425.257.8857 fax



[everetteps@everettwa.gov](mailto:everetteps@everettwa.gov)  
[everettwa.gov/permits](http://everettwa.gov/permits)