

TOWN OF ESSEX BUILDING DEPARTMENT

29 West Avenue, Essex, CT 06426 (860) 767-4340 Fax: (860) 767-8509

Building Permit Application and Building Permit Expiration, Refund & Transfer Policy

Building Permit Application Policy

A portion of the application fee is refundable if the application is withdrawn. A \$10 Permit Link fee and the credit card fee (if applicable) are non-refundable.

Building Permits

Expiration Policy

The Town of Essex Building Department issues building permits for properties located within Town limits including Centerbrook and Ivoryton. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or if the work authorized by such permit is abandoned for a period of 180 days after work is commenced.

Extension Policy

Building permits may be extended for 180 days by the Town of Essex Building Official if requested in writing prior to the expiration date and justifiable cause is demonstrated. Note, financial hardship or other financial difficulty is not necessarily grounds to request a building permit extension.

Refund Policy

Building permit fees may only be refunded within the first 180 days or during the approved extension period. A request must be made in writing to the Building Official using the REFUND REQUEST APPLICATION. The Building Official may authorize a refund of not more than 80%. No refund will be issued if any work has begun, or if the permit has been revoked or expired.

Transfer Policy

A permit remains valid even if the ownership of the property or the contractor doing the work changes. As such, building permits may be transferred from the original applicant to a new permittee. The new permittee must provide all licensing and insurance information as for a new permit. The transfer of a building permit does not automatically grant an extension.

REFUND REQUEST APPLICATION

Applicant's copy of the receipt, a copy of the canceled check and the original building permit showing the applicant listed as the party who paid the fee must be submitted with the refund request. If the applicant is not the person listed on the check and/or receipt then the applicant **MUST get a letter of authorization from the person listed authorizing refund to be released to the applicant.**

Please print legibly or type.

Date: _____ Permit Number: _____

Project Address: _____

Requesting refund for the following reason:

Make Check payable to:

Payee

Permit Number

Mailing Address

Applicant's Telephone No.

City/Town

State/Zip

Applicant's Email Address

I hereby certify that I am the Owner of Record of the named property, or that the refund request is authorized by the owner of record and I have been authorized to make this refund request as an authorized agent. I additionally certify no work has been performed associated with this permit.

Applicant's Signature: _____ Date: _____

FOR TOWN USE ONLY

Approved \$ _____ Denied _____ Comments _____

Authorized Signature _____

Title _____ Date _____

2/18/2020