

BOARD OF SUPERVISORS

FRANKLIN D. HARRIS

CHAIRMAN
Election District 5

V. KAY FLETCHER

VICE CHAIRMAN
Election District 4

ELLSWORTH J. "JIM" BENNETT

Election District 1

JUDY M. JONES

Election District 2

RALPH A. WHITAKER, JR.

Election District 3



16360 Dunn Street, Suite 101
Post Office Box A
Amelia Court House, Virginia 23002

WILLIAM H. WHITLEY
INTERIM COUNTY ADMINISTRATOR

Telephone: (804) 561-3039
Facsimile: (804) 561-6039
Website: www.ameliacova.com

POLICY ON REFUNDING OF BUILDING PERMIT FEES

It shall be the Policy of the Board of Supervisors of Amelia County to grant refunds to the Applicant of an application for a building/trade permit by written request to the Building Official within six (6) months of the application date or within twelve (12) months of the permit issue date, where no inspections have been performed, minus the 2% State Levy and minus administrative fees in the amount of five percent (5%) of the building permit cost or a minimum of fifty dollars (\$50.00).

If any inspections have been performed, a refund may be granted by written request to the Building Official within six (6) months of the application date or within twelve (12) months of the permit issue date for inspections not performed.

Refunds shall be calculated using the following formula:

Sub-total minus 2% State Levy minus 5% (or minimum \$50.00 minimum) administrative fees = adjusted permit cost. Adjusted permit cost divided by the number of required inspections=per inspection costs. Number of inspections not performed multiplied by the per inspection cost= refund amount.

This Policy amendment shall be effective upon adoption.

Adopted: November 16, 2011

Franklin D. Harris, Chairman
Amelia County Board of Supervisors

ATTEST:

William H. Whitley, Interim County Administrator

MISSION OF THE BOARD OF SUPERVISORS

To provide open responsive leadership for the County of Amelia and improve the quality of life for all the citizens.