

**BOARD OF SELECTMEN POLICY**

***BUILDING PERMITS AND FEES***

Date Approved by BOS:

July 30, 2012

Signature of Chair:

*Deborah N. Mauger*

Permit fees are payable at the time of application and are non-refundable, except as otherwise provided below. Permit fees cover the cost of plan and reviews and inspections for all construction, gas, mechanical, plumbing and electrical work.

1. The construction valuation shall be the estimated value of construction as determined by the inspector and is exclusive of land value.
2. Permit Fees for Governmental Entities:
  - The Town of Lexington is exempt from permit fees.
  - The Lexington Housing Authority is responsible for permit fees if Federal or State grants allow them as a project cost.
  - Private uses within a State or Federal building are not exempt from permit fees.
  - State or federal operations leased within a privately owned building are not exempt from permit fees.
  - Other governmental entities are not exempt from permit fees unless the Board of Selectmen, upon the recommendation of the Town Manager, agrees to reduce or eliminate the fee.
3. Any person failing to call for final inspection within ten (10) working days (or as otherwise required by applicable code) after completion of work shall be assessed an additional fee of \$50 per inspection, payable in advance.
4. For any activity commenced without a permit, fees shall be triple those scheduled. Under unique circumstances and in response to a written request, a portion of this additional fee may be waived by the Town Manager.
5. Re-inspection necessary because of violations, or work not ready on a requested inspection, shall pay an additional \$50 per inspection, in advance.
6. Upon the cancellation of a permit, 50% of the permit fee, at the written request of the applicant, may be refunded. Refund requests must be signed by the original applicant and the property owner.
7. The Board of Selectmen has authorized the Town Manager or designee to approve all permit fee refunds as provided for in this policy.

***Building Permits and Fees Policy (concluded)***

8. In unique or special circumstances, the Building Commissioner retains the right to recommend to the Town Manager any deviation of the refund for cancelled permits.
9. Renewal of any previously cancelled permit will require a new, complete application and permit fee to be paid by the applicant before any work commences.
10. Any decreased cost of construction resulting from the alteration of construction plans will not result in the refund of any amount of the paid permit fee.

**Ref:**

Building Permits and Fees Policy adopted October 16, 2006.

Revisions adopted July 30, 2012 to reflect changes to permit fees for governmental entities.