

LAKE COUNTY DEPARTMENT OF BUILDING SAFETY AND PERMITS
800 10TH STREET, SUITE 110
BALDWIN, MI 49304
PHONE – (231) 745-2722
FAX – (231) 745-7214

NOTICE TO ALL PERMIT HOLDERS

1. 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 suspended or abandoned for a period of 180 days after the time the work is commenced. The Building Official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. Said extension fees are \$75.00.
2. A request for a permit fee refund must be made prior to the commencement of construction on the premises. Once construction commences, no permit fee refund shall be provided. All application fees are non-refundable.
3. Persons requesting a refund of a permit fee must complete a refund request form with the Building Inspection Department of their request no later than six (6) months from the date that the permit was issued.
4. When a permit fee refund is granted, the Building Inspection Department shall retain up to twenty-five percent (25%) (or a minimum of \$60.00/whichever is greater) of the total permit fee for administrative purposes with the balance of unused fees to be refunded to the applicant.

Policy Adopted November 22, 2006