



City of Fort Lupton, Colorado
 Planning & Building Department
 130 S Mc Kinley Ave
 Fort Lupton CO 80621

Request for Refund

- * All sections are required to be typed or legibly printed in ink.
- * Submit a separate request per permit.
- * Provide copies of all receipts for each request.

Contact Information		
Applicants Name:		
Property Owners Name:		
Mailing Address:		
City:	State:	Zip:
Telephone Number:	Email Address:	
<u>Refund to be made payable to, and mailed to;</u>		
Type Of Refund	Original Amount Paid	
<input type="checkbox"/> Use Tax- Reviewed by The Finance Director (Sec. 4-104. Building and construction use tax collection)		
<input type="checkbox"/> Building Permit Fees- Reviewed by The Building & Planning Department(s) (IBC 109.6 Refunds)		
<input type="checkbox"/> Plan Review Fees- Reviewed by The Building Official (IBC 109.6 Refunds)		
Reason for Request		
Reason for Refund Request: (Explain below or on a separate sheet of paper if needed). All supporting documentation must be attached.)		
<hr/> <hr/>		
Disclaimer & Signatures		
By my signature below, I acknowledge that this claim including all attachments is to the best of my knowledge is true and correct. I further understand that the claim and documentation may be subject to a verification process through the City of Fort Lupton and its affiliates.		
Tax Payers Signature (this line must be signed by an officer, partner, or owner of the firm claiming the refund):		
Title	Telephone:	Date:
Signature of Preparer: (if other than taxpayer):		
Name of Firm:	Telephone:	Date:
Staff Official Review(s) (Do not write in this section)		
Building Official Approval:		Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Planning Director Approval:		Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Finance Director Approval:		Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		

Code Reference(s)

Sec. 18-57. - Amendments to International Building Code-109.6 Refunds.

Is amended by the deletion of this section in its entirety and replaced with the following: "The City may authorize refunding of any fee paid hereunder which was erroneously paid or collected. The City may authorize refunding of not more than 80 percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with this code. The City may authorize refunding of not more than 80 percent (80%) of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan reviewing is done. The City shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

Sec. 4-104. - Building and construction use tax collection.

(a) The collection of the use tax for building and construction materials shall be administered by the Finance Director and shall be collected at the time permits are issued for building and construction. The rate of said tax shall be four percent (4%) of the sale value of the construction and building materials. For the purpose of this Section, fifty percent (50%) of the valuation of the improvement as stated on the permit under "permit valuation" shall be deemed to be the sale value of the construction and building materials stored, used or consumed therein.

(b) Should any of the building and construction materials be subject to any of the exemptions set forth in Section 4-103 of this Article, the holder of the building permit shall be entitled to a rebate in an amount not to exceed the use tax paid on said building and construction materials. In order to qualify for said rebate, every applicant for a building permit shall maintain and preserve detailed purchase and receipt records which shall be subject to inspection and audit by the Finance Director or his or her authorized agents and shall be used as proof of qualification for exemption under Section 4-103 of this Article.