

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
FEE REFUNDS

**Purpose-**

To establish a policy on the refund of license, inspection and other service fees which will compensate the County for its administrative expense in the event the fee is refunded for reasons which are not the fault of the County.

**1.0 General Policy**

It is the policy of Salt Lake County to withhold twenty-five percent (25%) from the refund of any license, inspection or other service fee if the reason for the refund is not the fault of the County, unless the rules governing the refund are otherwise provided by law.

**2.0 Criteria For Withholding**

- 2.1 Twenty-five percent (25%) of the fee will be withheld from the refund if:
  - a. The refund is attributable to a voluntary change of plans by the party requesting the refund;
  - b. The refund is not attributable to error on the part of the County; and/or
  - c. The refund is not attributable to circumstances entirely beyond the requesting party's control.
  
- 2.2 A full refund, without deduction, will be granted if:
  - a. The refund is attributable to error on the part of the County; and/or
  - b. The refund is attributable to circumstances entirely beyond the requesting party's control.

**3.0 Crediting of Monies Withheld**

- 3.1 Monies withheld from refunds will be credited to the revenues of the department or division concerned.

APPROVED and PASSED this 20 day of December, 2000.

BOARD OF COMMISSIONERS  
OF SALT LAKE COUNTY

\_\_\_\_\_  
Mark Shurtleff, Chair

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Sherrie Swensen, County Clerk

\_\_\_\_\_  
District Attorney's Office                      Date