

## FOR YOUR INFORMATION

### ESCROW MONEY:

Per Franklin County Commission Order 2024-139: At the time a permit is paid for, a separate payment will be required by the department. This amount is not part of the permit fee but will be deposited in a separate non-interest-bearing account until which time the occupancy inspection has been completed for that permit. This money will be returned to whomever paid the fee within one month after the final occupancy inspection has been completed. The permit is valid for one year and must be kept active to receive your escrow money back.

Approximately one month before the expiration date of your permit, you will receive a notice advising you of such. At that time, you may call for and obtain a passed final occupancy inspection or renew the permit for three months by paying (1/8) one-eighth of the original permit fee, for six months by paying (1/4) one-fourth of the original fee, for nine months by paying (3/8) three-eighths of the original fee or pay (1/2) one-half of the original fee for an additional twelve months prior to the expiration date.

If neither of the above is addressed, the escrow money will be transferred to the Franklin County General Fund.

If the permit has expired and has not been renewed or an occupancy inspection has not been completed, your options are as follows: If you only need to complete the final occupancy inspection, you may pay \$50.00 for that one-time inspection. If you have more than 1 (one) occupancy inspection to complete, you can renew the permit for three months by paying (1/8) one-eighth of the original permit fee, for six months by paying (1/4) one-fourth of the original fee, for nine months by paying (3/8) three-eighths of the original fee or pay (1/2) one-half of the original fee for an additional twelve months, as well as, pay a new escrow fee to reactivate your permit. THE ORIGINAL ESCROW FEE WILL HAVE BEEN FORFEITED because action was not taken prior to expiration of the permit.

### EXEMPTIONS TO THE ABOVE:

Per Commission Order 2024-139: On residential and non-residential permits where the permit fee exceeds \$1500.00, the permit will be valid for 18 months instead of 12 months. On residential permits only, where the permit fee exceeds \$1500.00, the escrow will be \$500.00 instead of \$350.00. If these permits need to be extended, you may do so by paying 1/8, 1/4, 3/8, or 1/2 as described above.

Any permit issued to a government entity may be extended for a like term without any additional fee.

### EXPIRED UNFINAL PERMITS:

Per Commission Order 2024-139: In no event shall another building permit be issued on a given building or structure on a parcel of land that has an inactive permit which has not obtained a passed final occupancy inspection on that parcel of land. Example: You wish to apply for a permit to build a detached garage but your residence on the same piece of property never

received a passing final occupancy inspection and the permit has expired. This means we will not be able to issue the new permit until the old project has passed a final occupancy inspection.

**REASONS TO OBTAIN OCCUPANCY INSPECTIONS:**

1. As noted above, no other permit can be issued on that parcel of land until all other permits issued for that property have passed an occupancy inspection.
2. Liability to the property owner.
3. To keep the escrow money from being forfeited by you and transferred to the Franklin County General Fund.
4. There is no assurance that all corrections have been made unless a final occupancy inspection has been completed.
5. In some cases, if a structure is damaged or destroyed by fire, fire investigators will research our files for information on the property.
6. If the property is put up for sale and the purchaser or their agent inquires about inspections completed on the project and no final occupancy inspection has been done, problems may arise. It is the property owner's responsibility to see that all inspections have been completed.

SPECIAL ATTENTION FOR THOSE PERMIT HOLDERS REGARDING THE ESCROW MONEY IF YOU HAVE AN EXISTING RESIDENCE OR MANUFACTURED HOME ON THE PROPERTY THAT IS BEING REPLACED WITH A NEW ONE:

YOU MUST OBTAIN A PASSED FINAL OCCUPANCY INSPECTION PRIOR TO THE EXPIRATION DATE OF YOUR PERMIT OR YOU WILL FORFEIT YOUR ESCROW MONEY.

AFTER THE FINAL OCCUPANCY INSPECTION HAS PASSED, WE WILL REFER YOUR FILE TO THE PLANNING AND ZONING DEPARTMENT. WHEN WE ARE NOTIFIED THAT THE PREVIOUSLY OCCUPIED MH/RESIDENCE HAS BEEN REMOVED, WE WILL RETURN THE ESCROW MONEY TO YOU.