



**Community Development Department
Building Division**

BUILDING PERMIT REFUND REQUEST

Owner/Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____ PERMIT No: _____

PERMIT STATUS: _____

Reason for Refund:

Print Name Signature Date

Make Check Out To: _____

Mail Check Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

15.26.030 Refunds. The building official may authorize the refunding of permit fees paid when no work has commenced under a permit in accordance with this code or when an applicant wishes to withdraw an application for a permit for which a plan review fee has been paid. Plan review fees collected shall not be subject to refund if plan review has been conducted. An administrative fee established by City Council resolution will be assessed for any inspection fee refund request at the discretion of the Building Official. (Ord. 19-14 §2).

OFFICE USE ONLY

APPROVED DENIED

REASON: _____

APPROVED BY: _____ TITLE: _____ DATE: _____

-----SEE ATTACHED ACCOUNTING SHEET FOR DETAIL-----

TOTAL FEES COLLECTED: \$ _____ RECEIPT No : _____

ADMINISTRATIVE FEE DEDUCTED \$ _____

AMOUNT OF REFUND TO BE PROCESSED: \$ _____