

Refund Request Form

PERMIT OR LAND USE CASE FILE INFORMATION	
Permit or Land Use Case File Number(s): _____	
Project Name: _____	
Permit Issued Date: _____	
REFUND TO	
Business Name: _____	
Contact Name: _____	
Address: _____	
City/State/Zip: _____	
Phone Number: _____	
Email Address: _____	
Payment Method: _____	Credit Card Digits (Last 4): _____
REASON FOR REFUND	
<input type="checkbox"/> Applicant cancelled permit or application	
<input type="checkbox"/> Duplicate permit	
<input type="checkbox"/> Error in issuance, please explain: _____	
<input type="checkbox"/> Other, please explain: _____	
REQUESTER SIGNATURE	
Signature: _____ Date: _____	

OFFICE USE ONLY			
Receipt Amount:	_____		
Total Refund Due:	_____		
Refund Percentage:	_____		
Payment Method:	<input type="checkbox"/> ONLINE <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> E-PERMIT <input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> OTHER:		
GL CODE ALLOCATION			
ORG	OBJECT	DESCRIPTION	AMOUNT
TOTAL REFUND			\$ _____
PREPARED BY: _____			DATE: _____

REFUND POLICY

The Community Development Department may issue refunds for permit fees, land use application fees and other fees collected by the Department. Refunds may be requested for various reasons including cancellation of work, an error in assessing fees, or changes in scope of work.

- Refunds are processed within 30 days of the request and eligibility may depend on the amount of work performed by staff.
- Refunds for Land use applications fees may be requested if withdrawn within 120 days of applying. All other refunds can be requested within one year from the original payment date.
- If a refund is necessary due to a City error, 100 percent of fees may be returned.

The Department collects new construction-related fees on behalf of other City departments and external agencies. Refunds for these fees may be processed by the Department when directed to, but the eligibility of the refund must be determined and approved by the corresponding department or agency prior to the issuance of the refund.