



## Request for Refund of Permit Fees

Date: \_\_\_\_\_

Project Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

### REASON FOR REQUEST:

NO REFUND WILL BE GIVEN FOR PLAN REVIEW FEES PAID IF ANY REVIEW TIME HAS BEEN EXPENDED BY PLAN REVIEW STAFF DURING WALK THROUGH OR AFTER SUBMITTAL.

It is understood that only 80% of the fees will be refunded and I will have to surrender my copy of the permit and receipt to Planning & Development Services. Plan Review fees are not refundable.

### Please Mail refund to:

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BUSINESS (If applicable): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Director, Planning & Development Services Department

### Section 109.6 Fee Refunds, 2012 IBC Code Amendments

The building official may authorize refunding of a fee paid hereunder, which was erroneously paid or collected.

1. The Building Official may authorize refunding of not more that 80 percent of the permit fee when no work has been done under a permit issued in accordance with this code.
2. The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of the fee payment.
3. The Building Official may authorize 80% of the plan review fee paid when an applicant for a permit for which a plan review fee has been paid is withdrawn or cancelled before any examination time has been expended.