



PERMIT REFUND REQUEST

Fill out sections A and B

DATE _____

A. Permit Information

Permit # _____ Site Address _____ Permit Issue Date _____

Permit Type: [] C-BLDG [] R-BLDG [] C-OTHER [] R-OTHER [] SIGN
[] R-RNTL [] P-BLDG [] REROOF [] DEMO [] POOL [] PME

Reason for Refund: [] Job Cancelled [] Duplicate Permit
[] Other _____

B. Refund Recipient Information:

Name of Recipient _____ Telephone (____) _____

Address _____ City _____ State _____ Zip _____

Recipient Signature _____

C. For Office Use Only:

Refund % (per RCMC Chapter 16.02.160(K)) _____

Refund amount (per RCMC Chapter 16.02.160(K)) _____

Processed by _____ Date _____

Supervisor Approval _____ Date _____

RCMC Chapter 16.02.

The Building Official may authorize the refunding of any fee paid hereunder that was erroneously paid or collected. The Building Official may authorize the refunding of not more than 40 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code. Where no plan review fee was required, the Building Official may authorize the refunding of not more than 80 percent of the total permit fee paid when no work has been done under a permit issued in accordance with this Code. The Building Official may authorize the refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original applicant no later than 180 days after the date of fee payment.

Attach a Copy of the Permit Fee Summary