City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 • 503-823-7300 • www.portlandoregon.gov/bds

Refund Request Form

- Section A of this form is to be completed and submitted to the Bureau of Development Services (BDS) when requesting a refund on a permit. You may mail the request to the above address or fax a copy to 503-823-4172.
- Per Title 24.10.102 Building Permit and Plan Check/Process Fee
  - Requests for refunds must be made within 6 months of payment or permit issuance, whichever is later.
  - Refunds may only be issued to the party who paid the fees, according to the payor information on record at BDS.
- Credit card information is confidentially kept on file for audit purposes and may be reviewed for verification for refunds.

Section A

Permit Number:	**Issue Date:**

Refund to:

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Contact Person _____ Phone _____ e-mail _____

❑ **I would like my permit to be cancelled and a refund issued because:**

- ❑ Applicant cancelled permit
- ❑ Duplicate permit - duplicate #: _____
- ❑ Error in issuance, explain: _____
- ❑ Other, explain: _____

❑ **I am requesting a partial refund of fees (with no change in permit status) due to:**

- ❑ Fee charge in error. Fee name: _____ Fee amount $ _____
- ❑ Change in valuation. Original valuation: $ _____ New valuation $ _____
- ❑ Other, explain (use back of sheet if necessary):

❑ **Overpayment**

Section B - Staff Use Only.

Receipt amount: $	Percent of amount to refund: ❑ 80% ❑ 100% ❑ Other_____ ❑ N/A	
Amount eligible for refund: $	**Total Refund:** $	
❑ to trust account: #	❑ credit to permit #	from permit #
❑ credit to different fee codes on same permit	❑ apply fees to another permit: #	
Comments:		
Prepared by:		Date:
Section Manager:		Date:
Division Manger:		Date
Date Received:	Authorization: #	Vendor: #