



Refund Request Form - For Permits Only

- 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.
 - Refund requests made over six months from payment need the Division Manager's approval and signature.

Section A

Permit Number: _____	Issue / Intake / Payment Date: _____
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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 #: _____
- Fee charged in error, explain: _____
- Error in issuance, explain: _____
- If your refund request is for a reason not listed above, please explain: _____

Section B - Staff Use Only.

Amount applied for refund: \$ _____	Percent of amount to refund: <input type="checkbox"/> 80% <input type="checkbox"/> 100% <input type="checkbox"/> Other _____ <input type="checkbox"/> Denied
Total refund amount: \$ _____	Enforcement Only Lien # (if applicable): _____
Reason for granting/denying refund/additional comments: _____	
Prepared by: _____	Date: _____
Section Manager: _____	Date: _____
Division Manager: _____	Date: _____

Section C - Finance Staff Use Only.

Authorization #: _____	SAP Doc #: _____
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