



Request for Permit/ Plan Review Fee Refund

REFUND POLICY

(Refunds are made to the individual/ company that made the original payment, a refund request may only be made by the applicant of the permit)

The Building Official may authorize the refunding of not more than 80% of the permit or plan review fees paid when no work has been accomplished nor inspections conducted under the permit or plan review. If work has been conducted, the Building Official will make a case-by-case determination for any pro-rated refund that may be warranted. Per City Building Official policy, permit fees for solar permits are nonrefundable. Other associated State, County or City Fees associated with the permit are not included as part of this refund policy.

Send completed form by email: Melissa.gitt@ci.woodburn.or.us or Fax: 503-982-5244

Job Address: _____

Date of Request: _____ Permit No.: _____

Reason for Refund: _____

Permit Applicant: _____

Address: _____

City/ State/ Zip: _____

Phone Number: _____

Signature: _____

Date: _____

>>>>>Administrative Office Use Only>>>>>

Refund Processed By: _____