



## CITY of YORBA LINDA

### COMMUNITY DEVELOPMENT | BUILDING

**Subject:** Request for Refund or Withdrawal

**Effective Date:** 07/17/2025

The Building Official shall not authorize the refunding of any fee paid except upon written request by the original permit applicant.

The Building Official may authorize the refund of not more than eighty percent (80%) of the paid application or permit fee when this request is received before any construction, inspection, or plan review has been initiated or completed.

**Refunds shall only be issued within 180 days from the date of the original fee payment.**

|                                                                |                        |
|----------------------------------------------------------------|------------------------|
| <b>Job Address:</b>                                            |                        |
| <b>Permit #:</b>                                               | <b>Date Fees Paid:</b> |
| <b>Person Requesting Refund (*Must match name on receipt):</b> |                        |
| <b>Name of original permittee:</b>                             |                        |
| <b>Phone:</b>                                                  | <b>Email:</b>          |
| <b>Scope of Work:</b>                                          |                        |
|                                                                |                        |

Please attach proof of payment to this form. (Copy of check, credit card statement, or cash receipt.)

#### Refund Mailing Address

|                       |               |                  |
|-----------------------|---------------|------------------|
| <b>Business Name:</b> |               |                  |
| <b>Attn./Care of:</b> |               |                  |
| <b>Address:</b>       |               |                  |
| <b>City:</b>          | <b>State:</b> | <b>Zip Code:</b> |

☐ **Refund** ☐ **Withdrawal**

Reason for this request: \_\_\_\_\_  
\_\_\_\_\_

As of the date of this request, construction covered under this permit has not been commenced \_\_\_\_\_ (please initial here).

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

**\*Please note: the signature above shall be from the original permittee who obtained the permit**

\*If the name of the person/company requesting the refund is different than the name of the original payer of the permit, a signed authorization letter from the original payer is required before refund can be disbursed.

#### --Office Use Only--

|                             |                           |
|-----------------------------|---------------------------|
| <b>Request Approved By:</b> | <b>Request Denied By:</b> |
| <b>Amount of Refund:</b>    | <b>Date:</b>              |
| <b>Comments/Notes:</b>      |                           |
|                             |                           |



## CITY of YORBA LINDA

### COMMUNITY DEVELOPMENT | BUILDING

The City of Yorba Linda Building Official may authorize a refund of applicable permit fees concurrent with the withdrawal and/or cancellation of a building permit application under the following conditions.

- ☐ **Permit fees:** Upon receipt of a completed refund request; the Building Official may authorize the refund of not more than 80% of the permit fees paid when a project is withdrawn prior to any work commencing, no inspections have taken place, and no later than 180 days after the original fee payment.
- ☐ **Plan Review / Permit Application:** Upon receipt of a completed refund request; the Building Official may authorize the refund of not more than 80% of the plan review fees collected when the application is withdrawn or canceled within 180 days of the original fee payment, and where no plan review has been performed.
- ☐ **Permit Issuance Fee:** The permit issuance fee applies to the staff time required to issue a permit and is non-refundable.
- ☐ **The General Plan Maintenance Fee:** Provides funding for the maintenance of the City's General Plan. This fee is refundable.
- ☐ **The Technology Surcharge Fee:** Funds ongoing and future technology improvements to increase efficiency and enhance the customer experience. This fee is refundable.
- ☐ **Document Retention:** Funds to allow the city to scan the projects files and related construction documents into our documentation retention system. This fee is refundable if the documents have not been scanned yet.
- ☐ **The Building Standard Administrative Special Revolving Fund (BSASRF):** Commonly referred to as the "Green fee", funds the California green building code development. This fee is non-refundable.
- ☐ **The Strong Motion Instrumentation Program (SMIP) Fee:** Funds the Seismic Motion Instrument Program, including earthquake fault monitoring stations. This fee is non-refundable.
- ☐ **Withdrawn Permits:** Permits withdrawn and/or canceled within a period of 180 days from the date of permit issuance, a refund of 80% of the building permit fee paid may be issued to the original applicant upon receipt of a completed withdrawal request.
- ☐ **Partially Completed Work:** No refunds, proportional or pro-rated will be given for permits where the scope of work has been partially completed or inspected.
- ☐ **Expired Permits:** No refunds, proportional or pro-rated will be given for permits that have expired.
- ☐ **Fees Collected in Error or Erroneously Paid:** Fees collected in error or paid erroneously may be refunded in entirety as authorized by the Building Official.