

REQUEST FOR REFUND AND/OR PERMIT CANCELLATION FORM

(SEE BACK OF THIS FORM FOR INSTRUCTIONS)

SECTION I. JOB ADDRESS: (Please print clearly)			
Job Address:		Permit Application Number:	
SECTION II. REQUESTOR'S INFORMATION: (Please check all that apply)			
☐ REFUND DUE TO ERROR		☐ CANCELLATION/WITHDRAWN <i>(for permits approved and issued)</i>	
Owner	Contractor		Any Inspections Conducted
Name:		Company Name:	
Phone:		Email:	
Refund Check Made Payable to: (Refunds will be to original payer)		Where to Send Refund to: (Please print clearly)	
Name:		Address:	
Company Name		City, State, Zip	
SECTION III. CERTIFICATION			
Signature: <i>WET SIGNATURE REQUIRED or DOCUSIGN</i>		Date of Request:	
SECTION IV. REASON FOR REFUND/PERMIT CANCELLATION: (Please print clearly)			
SECTION V. ATTACHMENTS: (Documents required with request)			
☐ Official Copy of Building Permit			
☐ Receipt of Paid Fees			
STAFF USE ONLY			
Reviewed by:	First Name:	Last Name:	
Amount	Org	Object	
Building Official Approval:		Date:	

INSTRUCTIONS TO COMPLETE AND FILE A REFUND REQUEST FOR FEES PAID TO THE DEPARTMENT OF BUILDING INSPECTION

General Information

This REQUEST FOR REFUND FORM is used for permit cancellation and/or to request a refund for fees paid to the City of Rohnert Park Building Department. Withdrawal of a Permit Application must be completed before requesting a refund.

The Building Division may schedule an inspection of the property to verify that previously permitted work was not completed.

Refunds are subject to the following:

- A. A request for refund must be made in writing to the Building Official within one hundred eighty (180) days of the date fees were paid.
A refund shall not be made to any requests submitted after one hundred eighty (180) days of the date fees were paid.
- B. One hundred per cent (100%) of a fee erroneously paid or collected may be refunded.
- C. Ninety percent (90%) of the plan review fee may be refunded when an application for a permit for which a plan review fee has been paid is withdrawn, cancelled, expires or becomes void before any plan review effort has been expended. No portion of the plan review fee shall be refunded when any plan review effort has been performed.
- D. Ninety percent (90%) of the building, plumbing, electrical, and/or mechanical permit fee may be refunded when a permit for which some or all of these permit fees have been paid is withdrawn or cancelled before any work permitted has been initiated. No portion of these fees shall be refunded when any work was done and/or any inspections have been performed.
- E. The Building Official may authorize the refund of all or part of a fee in order to correct an error by the department. The details of such a refund shall be retained in the project file.
- F. **Pass through fees are fully refundable.**
- G. **Refunds will be made payable to the person or company listed on the payment receipt on file for the permit.**

INSTRUCTIONS TO COMPLETE FORM:

SECTION I: JOB ADDRESS & PERMIT APPLICATION NUMBER

SECTION II: REQUESTOR'S INFORMATION

- Check appropriate boxes.
- Print legibly your first and last names, including company name if applicable.
- Provide your contact information in case of questions.

SECTION III: CERTIFICATION

- Sign and date

SECTION IV: REASON FOR REQUESTING REFUND/PERMIT CANCELLATION

- State reason(s) why a refund is being requested for the permit application.
***NOTE: Do not leave this section blank, please be clear and concise.

SECTION V: ATTACHMENTS

- Check all appropriate boxes and attach documents.