

REFUND REQUEST

ABOUT PERMIT REFUND REQUESTS

Refunds can only be approved within 180 days of when the application is submitted.

The maximum refund is 80% of fees paid and depends on the timing shown in the table below.

Fee Type	Timing
Plan Review Fees	Before review starts
Building Permit Fees	Before inspections

REQUEST SUBMITTAL & REVIEW PROCESS

This request form and all required documentation must be uploaded to the permit record online at www.mybuildingpermit.com.

Refund requests are processed in approximately 3 weeks.

Refunds will only be issued to the payor of record that paid the fees.

Code Reference

Refunds
[SMC 16.20.370](#)

Questions?

[Visit Permit Center webpage](#)
[Email Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

REFUND REQUEST

PAYOR INFORMATION

Name: _____ Company: _____
(if applicable)

Please issue the refund check to **(select one only)**:

- ☐ The individual named above ☐ The company named above

Mailing Address: _____

Phone: _____ E-Mail: _____

APPLICATION INFORMATION

Date of Application: _____ Date of Refund Request: _____

Application/Permit Number: _____ Parcel Number(s): _____

Project Address: _____

Reason for Request: _____

SUBMITTAL CHECKLIST

Required Documentation

A PDF of the below is required at the time of submittal. Please label the document to match the title below.

- ☐ Copy of Receipt
– Please upload a copy of the receipt for the plan review or permit application.

CERTIFICATIONS & SIGNATURES

I understand the refund will be issued to the original payor of record that paid the aforementioned fees.

Payor Signature: _____ Date: _____