



Permit Refund Request Form

Building and Safety Department
1 Town Square ~ Murrieta, CA 92562
951-461-6062 www.murrietaca.gov

DS-165

May 2024

Submit one request form per permit to: Buildingpermits@murrietaca.gov

PROJECT INFORMATION: (fillable format)

PROJECT NAME: _____ PROJECT ADDRESS: _____

PERMIT NUMBER: _____

REFUND MAILING INFORMATION: (Refunds will only be issued to the original Payor)

BUSINESS NAME: _____

NAME OF PAYOR: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

CONTACT INFORMATION:

NAME: _____

PHONE: _____

EMAIL: _____

REASON FOR REFUND:

Your request will not be processed without the completed Permit Refund Form. Please allow 2-3 weeks for refund.

This document does not guarantee a refund. Refunds are issued at the Building Official's discretion and are subject to the criteria outlined in the Permit Application Refund Policy (on back side of this document).

REQUESTOR SIGNATURE

DATE

REQUESTOR shall be the Contractor, Owner or the Permittee.

CITY STAFF USE ONLY (SIGN AND DATE IF APPROVED)

PROCESSED BY: _____

DATE PROCESSED: _____

REFUND AMOUNT: _____

DATE SENT TO FINANCE: _____



PERMIT APPLICATION REFUND POLICY

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2022 CALIFORNIA BUILDING CODE, CHAPTER 1, SECTION 109.6

The City of Murrieta Building Official may authorize a refund of applicable permit fee's concurrent with the withdrawal of cancellation of a building permit application.

Subject to the following provision, permit fee's may be eligible for a refund if the refund request is received within 180 days from permit submission date. If after 180 days from the permit submission date, permit fee's are non-refundable.

The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

The Building Official may authorize refunding of not more than 80 percent of the permit inspection fee paid when no work has been started under a permit issued in accordance with this code.

The Building Official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee is paid is withdrawn or canceled before any plan reviewing is started.

The Building Official shall not authorize refunding of any fee paid except on a written request for refund submitted by the original applicant or original permittee not later than 180 days after the date of the fee payment. **PLAN CHECK FEES-** If plans have been reviewed, plan check fee's are non-refundable. If plans have not been reviewed, plan check fee's are 80% refundable.

- **INSPECTION FEES-** If an inspection has been scheduled, the inspection fee's are non-refundable. If an inspection has not been scheduled, the fee's are 80% refundable.
- **STANDARD ADMIN SPECIAL REVOLVING FUND-** is a State passthrough Fee and is non-refundable.
- **BUILDING DEPT MANDATED TRAINING FEE-** is an employee training fee and is non-refundable.
- **SMIP FEE-** is a State passthrough fee and is non-refundable. Currently goes into the general fund.
- **PROCESSING OF CERTIFICATE OF OCCUPANCY FEE-** is 100% refundable if not issued. If issued, 80% may be eligible for refund.
- **INSPECTION FOR CERTIFICATE OF OCCUPANCY FEE-** If no Inspections have been performed, this fee is eligible for 80% refund.
- **RECORD RETENTION FEE-** is a maintenance fee and is non-refundable.
- **GENERAL PLAN UPDATE FEE-** is a maintenance fee and is non-refundable.
- **GIS PROCESSING FEE-** is a maintenance fee and is non-refundable.
- **HCD PROCESSING FEE PER UNIT-** is a State passthrough fee and is non-refundable.