



REFUND REQUEST FORM

INSTRUCTIONS FOR FILING CLAIM ON THE COUNTY TREASURER

1. Complete both sections A and B of this form.
2. Sign the form.
3. Submit application to Development Services - Building and Safety within 180 days of permit issuance date.

SECTION A

APPLICANT INFORMATION

Current Date _____ Last Name _____ First Name _____

Street Address or
P.O. Box Number _____ City _____ State _____ Zip Code _____

Area Code _____ Telephone _____ Email _____

SECTION B

PERMIT DATA

Permit Number _____ Date Permit Issued _____

Reason for Refund: _____

Applicant Signature: _____ Please allow 8-12 weeks for approved refunds.

REFUND LIMITATIONS

Chapter 1, Section 105.5 of the California Building Code: Every permit issued shall become invalid unless the work on the site authorized by such permit is not commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. Notwithstanding the foregoing, any fee collected in accordance with State Laws for the State of California shall not be refunded by the County of Fresno.

Chapter 1, Section 109.6 of the California Building Code authorizes the building official to establish a refund policy: The building official may authorize a refund during the term of the permit which is calculated by taking the original fee paid, then deducting fee(s) / costs for any work performed to issue and refund the permit (unless the permit was issued in error in which case a 100% refund would be appropriate.)

FOR DEPARTMENT USE ONLY TO BE COMPLETED BY REGIONAL OFFICE

1. Was claim filed within 180 days? Yes No
If no, NO REFUND is allowed. See Section 105.5 above.

2. Were any plan checks completed? Yes No

3. Were any Field Inspections completed? Yes No

4. Is the refund the result of an Administrative Error?
Yes No

Explain:

5. Permit and application information has been verified by:

Name: _____

Title: _____

6. Concurrence by Development Services Supervisor (Inspection, Zoning, Code Enforcement, or Plan Check Supervisor):

Signature: _____ Date: _____