Permit Fee Reimbursement Request

City of Independence Building Department

555 S. Main St. Independence, OR. 97351 | permits@ci.independence.or.us

In accordance with the City of Independence the following permit fee reimbursement rules apply:

- Refunds may only be issued to the party who paid the fees.
- Requests must be submitted within 180 days of permit issuance.
- No refunds are available once plan review has begun, work has started, or an inspection has occurred.
- State surcharge, admin fee, plan review, and land use fee are non-refundable.
- Please note that it may take up to 30 days to receive refund.

Requestor's Information

Permit Number:

Payment Date:

Refund to:

Name _____ Company Name _____

Mailing Address _____

Phone _____ Email _____

I would like a refund on my permit because:

☐ Applicant cancelled permit ☐ Fee charged in error, explain: _____

☐ Duplicate permit - duplicate # ☐ Charged for something not used/received, explain: _____

☐ If your refund request is for a reason not listed above, please explain: _____

Signature: _____ Date: _____

Staff Use Only

Total Refund Amount: $

Refund Status: ☐ Approved ☐ Other: _____

☐ Denied

Amount	Description	GL Dept/Line Item

Additional Comments:

Building Dept. _____ Date: _____

Finance Dept. _____ Date: _____

PW Director _____ Date: _____

Only needed if requesting SDC fee refund