



## City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 | 503-823-7300 | [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)



### Refund Request Form - For Permits Only

- Section A of this form is to be completed and submitted to the Bureau of Development Services (BDS) when requesting a refund on a permit. You may mail the request to the above address or email a saved PDF version of this form to [bdsinspections@portlandoregon.gov](mailto:bdsinspections@portlandoregon.gov).
- Per Title 24.10.102 Building Permit and Plan Check/Process Fee
  - Requests for refunds must be made within 6 months of payment or permit issuance, whichever is later.
  - Refunds may only be issued to the party who paid the fees, according to the payor information on record at BDS.
  - Refund requests made over six months from payment need the Division Manager's approval and signature.

#### Section A

Check one: Commercial Permit

Residential Permit

Permit Number:

Issue / Intake / Payment Date:

#### Refund to:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ e-mail \_\_\_\_\_

#### I would like my permit to be cancelled and a refund issued because:

- ☐ Applicant cancelled permit
- ☐ Duplicate permit - duplicate #: \_\_\_\_\_
- ☐ Fee charged in error, explain: \_\_\_\_\_
- ☐ Error in issuance, explain: \_\_\_\_\_
- ☐ If your refund request is for a reason not listed above, please explain: \_\_\_\_\_

#### Section B - Staff Use Only.

Amount applied for refund: \$	Percent of amount to refund: <input type="checkbox"/> 80% <input type="checkbox"/> 100% <input type="checkbox"/> Other _____ <input type="checkbox"/> Denied
Total refund amount: \$	Enforcement Only Lien # (if applicable):
Reason for granting/denying refund/additional comments:	
Prepared by:	Date:
Section Manager:	Date:
Division Manager:	Date:

#### Section C - Finance Staff Use Only.

Authorization #:	SAP Doc #:
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