



Refund Request Form – For Permits Only

Complete Section A of this form and mail it to the Bureau of Environmental Services at 1900 SW 4th Ave, Portland, OR 97201, or email it to URUCPermits@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 BES.
- Refund requests made more than 6 months from payment need the Division Manager's approval and signature.

Per City Admin Rule ENB 4.29 (for UR and UC refunds) Section 5, applications must include a copy of the property owner signed contract and written notice from property owner that the project is canceled.

Section A

Permit Number: _____	Issue / Intake / Payment Date: _____
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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: _____

Other reason not listed above: _____

Section B - Staff Use Only.

Amount applied for refund: \$ _____	Percent of amount to refund: 80% 100% Other _____ Denied
Total refund amount: \$ _____	Cost Object: _____
Site Address: _____	
Reason for granting/denying refund: _____	
Prepared by: _____	Date: _____
Section Manager: _____	Date: _____
Division Manager: _____	Date: _____

Applicant Signature: _____

Date: _____