



BUILDING PERMIT REFUND REQUEST FORM

Fee Refunds:

1. The building official may authorize the refunding of not more than 80 percent of the plan check fee paid when an application is withdrawn or cancelled before any plan review has commenced and the permit application has not expired. RMC §16.04.380
2. The building official may authorize the refunding of not more than 80 percent of permit fees paid when a project is cancelled prior inspections being performed and the permit has not expired. RMC §16.04.390
3. The building official may authorize the refunding of any service fee paid when the inspection or service has not been performed and the request has been received not later than 180 days after the date of fee payment. RMC §16.04.400
4. A refund processing fee as established by City Council Resolution shall be deducted from the authorized refund amount.

This is to verify that I, _____, permit applicant/owner hereby authorize the cancellation of the building permit or application for the following project. I am also requesting a refund of fees as allowed by the City of Riverside Municipal Code.

Project Address: _____

Project or Permit Number: _____ Date Issued: _____

Reason for Refund:

OFFICIAL USE ONLY

☐

APPROVED

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**NOT APPROVED:
REASON:** _____

Fee Payer Signature

Date

Permit Applicant Signature

Date