

# REFUND REQUEST

## ABOUT PERMIT REFUND REQUESTS

Refunds can only be approved within 180 days of when the application is submitted.

The maximum refund is 80% of fees paid and depends on the timing shown in the table below.

Fee Type	Timing
Plan Review Fees	Before review starts
Building Permit Fees	Before inspections

## REQUEST SUBMITTAL & REVIEW PROCESS

This request form and all required documentation must be uploaded to the permit record online at [www.mybuildingpermit.com](http://www.mybuildingpermit.com).

Refund requests are processed in approximately 3 weeks.

Refunds will only be issued to the payor of record that paid the fees.

### Code Reference

Refunds  
SMC 16.20.370

### Questions?

[Visit Permit Center webpage](#)  
[Email Permit Center](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

## REFUND REQUEST

### PAYOR INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

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

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### APPLICATION INFORMATION

Date of Application: \_\_\_\_\_ Date of Refund Request: \_\_\_\_\_

Application/Permit Number: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_

Project Address: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

### SUBMITTAL CHECKLIST

#### Required Documentation

A PDF of the below is required at the time of submittal. Please label the document to match the title below.

- Copy of Receipt
  - Please upload a copy of the receipt for the plan review or permit application.

### CERTIFICATIONS & SIGNATURES

I understand the refund will be issued to the original payor of record that paid the aforementioned fees.

Payor Signature: \_\_\_\_\_ Date: \_\_\_\_\_