



**City of Wilsonville
Building Division**

29799 SW Town Center Loop E
Wilsonville, OR 97070
503.682.4960
www.ci.wilsonville.or.us/Building

REQUEST FOR PERMIT/PLAN REVIEW FEE REFUND

REFUND POLICY

(Refunds are made to the individual/company that made the original payment, a refund request may only be made by the Applicant of the permit)

PERMIT FEES- The Building Official may authorize the refunding of not more than 80% of the permit fees paid when no work has been accomplished nor inspections conducted under the permit. If work has been accomplished or inspections conducted under the permit, the Building Official will make a case-by-case determination if any refund is warranted. A service charge of \$50.00 will be retained in all cases. Permit refund requests that are for amounts less than the \$50.00 service charge, will not be refunded.

PLAN REVIEW FEES - The Building Official may authorize the refunding of not more than 80% of the plan review fees when an application for a permit for which a plan review has been paid is withdrawn or canceled before any plan review work has begun. A service charge of \$50.00 will be retained in all cases.
Re: [POLICIES & PROCEDURES BPP 110](#)

Send completed form by Email: permits@ci.wilsonville.or.us, or Fax: 503-682-1013

Job Address: _____

Date of Request: _____ Permit No. _____

Reason for Refund: _____

Permit Applicant: _____

Address: _____

City/State/Zip: _____

Phone number: _____

Signature: _____

Electronic signature accepted

Date: _____

>>>>>Administrative Office Only<<<<<

Refund processed by: _____
