



BUILDING SAFETY DEPARTMENT  
ROOM 277  
www.ci.medford.or.us

**CITY OF MEDFORD**  
LAUSMANN ANNEX  
200 SOUTH IVY STREET  
MEDFORD, OREGON 97501

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## REQUEST FOR PERMIT REFUND

(Refunds are made to the individual/company that made the original payment)

Date: \_\_\_\_\_ Permit No: \_\_\_\_\_

Job Address: \_\_\_\_\_

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

Person Requesting Refund: \_\_\_\_\_

Contractor/Owner/Agent: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Signature: \_\_\_\_\_

>>FOR ACCOUNTING PURPOSES ONLY<<

REFUND:    \_\_\_0%   \_\_\_75%   \_\_\_100%    Comments: \_\_\_\_\_

Refund Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Refund Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

The Building Department is authorized to the refunding of:

- Building, Plumbing, Mechanical, Electrical permit fees and associated fees paid for a permit under which no work is commenced and inspections conducted: and,
- The plan review fees, if the application for which the plans are submitted is withdrawn before the plan review commences: and,
- No fee shall be refunded except on a written request by the applicant and received by the Building Department no later than 180 days after payment: and,
- The City shall retain a 25% transaction management fee for associated administration costs.