



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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FAX (541) 618-1707
E-MAIL: bldmed@ci.medford.or.us

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: _____ Alternate 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 permits 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- The plan review fees, if the application for which the plans are submitted is withdrawn before the plan review commences: and,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.