



# City of Pomona — Building and Safety Division

## Request for Refund

Applicant Statement:

I \_\_\_\_\_ am requesting a refund in the amount of \$ \_\_\_\_\_

Permit Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

The reason I am applying for a refund: *(must be filled out by applicant)*

---

---

---

---

---

---

---

---

Name of Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*Information to Applicant:*

*The Building Official may authorize refunding of any fee paid here under which was erroneously paid or collected. The Building Official may authorize refunding of not more than 80% of the permit fee when no work has been done under a permit issued in accordance with this code. The Building Official may authorize refunding of not more than 80% of the Plan Review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan reviewing is done. The Building Official shall not authorize refunding of any fee paid except on written application file by the original permittee not later than 180 days after the date of fee payment.*

**FOR STAFF USE ONLY. DO NOT WRITE BELOW THIS LINE**

**APPROVED**

**DENIED**

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_