



City of Tigard

COMMUNITY DEVELOPMENT & PUBLIC WORKS - ENGINEERING

Refund Policy

1. The Community Development Director, Building Official or City Engineer may authorize the refund of:
 - a) Any fee which was erroneously paid or collected.
 - b) Not more than 80% of the application or plan review fee when an application is withdrawn or canceled before any review effort has been expended.
 - c) Not more than 80% of the application or permit fee for issued permits prior to any inspection requests.
2. Applicants must complete and submit a Request Permit Action form (under Supplemental Forms on the city website).
3. Refunds will be returned to the original payer in the form of a check.
4. Please allow 3-4 weeks for processing refund requests.
5. Questions regarding planning, engineering or building permit refunds may be directed to Dianna Howse, Building Division Services Supervisor, at 503-718-2430.