



# Request for Permit Action

13125 SW Hall Blvd. • Tigard, Oregon 97223 • 503-718-2439 • [www.tigard-or.gov](http://www.tigard-or.gov)

**TO:** **CITY OF TIGARD**  
**Building Division**  
 13125 SW Hall Blvd., Tigard, OR 97223  
 Phone: 503-718-2439 Fax: 503-598-1960 TigardBuildingPermits@tigard-or.gov

**FROM:**  Owner  Applicant  Contractor  City Staff  
 Check (✓) one

**REFUND OR INVOICE TO:** Name: \_\_\_\_\_  
 (Business or Individual)  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

**PLEASE TAKE ACTION FOR THE ITEM(S) CHECKED (✓):**

- CANCEL/VOID PERMIT APPLICATION.
- REFUND PERMIT FEES (attach copy of original receipt and provide explanation below).
- INVOICE FOR FEES DUE (attach case fee schedule and provide explanation below).
- REMOVE/REPLACE CONTRACTOR ON PERMIT (do not cancel permit).

Permit #: \_\_\_\_\_  
 Site Address or Parcel #: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Subdivision Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

**EXPLANATION:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Refund Policy

1. The city's Community Development Director, Building Official or City Engineer may authorize the refund of:
  - Any fee which was erroneously paid or collected.
  - Not more than 80% of the application or plan review fee when an application is withdrawn or canceled before review effort has been expended.
  - Not more than 80% of the application or permit fee for issued permits prior to any inspection requests.
2. All refunds will be returned to the original payer in the form of a check via US postal service.
3. Please allow 3-4 weeks for processing refund requests.

FOR OFFICE USE ONLY					
Route to Sys Admin:	Date	By	Route to Records:	Date	By
Refund Processed:	Date	By	Invoice Processed:	Date	By
Permit Canceled:	Date	By	Parcel Tag Added:	Date	By