



# City of Tigard

## COMMUNITY DEVELOPMENT

# Refund Policy

---

1. The Community Development Director or Building Official may authorize the refund of:
  - a) Any fee which was erroneously paid or collected.
  - b) Not more than 80% of the land use application fee when an application is withdrawn or canceled before any review effort has been expended.
  - c) Not more than 80% of the land use application fee for issued permits.
  - d) Not more than 80% of the building plan review fee when an application is canceled before any plan review effort has been expended.
  - e) Not more than 80% of the building 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.