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: Check (√) one
□ Owner □ Applicant □ Contractor □ City Staff

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).

Permit #: ____________________________________________________________

Site Address or Parcel #: ______________________________________________

Project Name: ________________________________________________________

Subdivision Name: ____________________________________________________ Lot #: ___________

EXPLANATION: ________________________________________________________

__________________________________________________________ Date: ______________
Signature: ____________________________ 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   • Not more than 80% of the application or plan review fee when an application is withdrawn or canceled before review effort has been expended.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

<table>
<thead>
<tr>
<th>Route to Sys Admin:</th>
<th>Date</th>
<th>By</th>
<th>Route to Records:</th>
<th>Date</th>
<th>By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refund Processed:</td>
<td>Date</td>
<td>By</td>
<td>Invoice Processed:</td>
<td>Date</td>
<td>By</td>
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<tr>
<td>Permit Canceled:</td>
<td>Date</td>
<td>By</td>
<td>Parcel Tag Added:</td>
<td>Date</td>
<td>By</td>
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