



Refund Policy

If your plans change and you no longer need a permit, we will refund up to 80% of your permit fee if no work has been done and/or no inspections have been made. Please note we cannot issue a refund if work has been done or inspections have been performed. 80% of the plan review fee may be refunded when an application is withdrawn or cancelled prior to the start of plan review. A refund is not available if any plan review has been performed.

For permit applications that have been processed, we accept refund requests within 180 days of the date the permit was issued. To request a refund, you must submit a written request to our office. Written requests can be sent by mail, fax, or email.

By mail	City of Warrenton Attn: Building Department P.O. Box 250 Warrenton, OR 97146
By fax	503-861-2351
By email	building@ci.warrenton.or.us

When requesting a refund, please note state surcharges are not included in the calculation and are not refunded.

- Refunds may only be issued to the party who paid the fees, according to the payer information on record.
- The refund request form is used only for online building permits and not for planning applications (such as Land Use Reviews, Pre-Application Meeting, Variance Application, etc.) For planning application refunds, please contact the Planning Department.



City of Warrenton
Planning and Building Department
225 S. Main Ave • P.O. Box 250 • Warrenton, OR
97146 Ph (503) 861-0920 • Fax (503) 861-2351
Email: building@ci.warrenton.or.us

OFFICE USE ONLY

Date Received:

Date Approved:

PERMIT INFORMATION

Permit Number(s):

Project Name:

Permit Issued Date:

REFUND TO

Business Name:

Contact Name:

Address:

City/State/Zip:

Phone Number:

Email Address:

Payment Method:

Credit Card Digits (last 4):

REASON FOR REFUND☐ Applicant cancelled permit☐ Duplicate permit☐ Error in issuance, explain:☐ Other, explain:**APPLICANT AUTHORIZATION**

Signature: _____ Date: _____

REFUND POLICY

Refunds can be issued if requested within 180 days from when the original payment was received. Refunds are issued at 80 percent of refundable fees for Building Department permits that are withdrawn or for which work has been cancelled or revised. Refund requests are reviewed individually by Building Department staff to determine refund eligibility; however fees are not eligible for refund if plan review and/or inspections have taken place. Building collects other new construction-related fees on behalf of other departments and agencies. Refunds for these fees may be processed by Building, but Building shall make no determination as to whether a refund will be issued. All non-Building Department fee refunds must be approved by the affected department or agency prior to refund issuance.

OFFICE USE ONLY

Receipt Amount:

Total Refund Due:

Refund Percentage:

Payment Method: ☐ ONLINE ☐ CREDIT CARD ☐ E-PERMIT ☐ CHECK ☐ CASH ☐ OTHER:**GL CODE ALLOCATION**

ORG	OBJECT	DESCRIPTION	AMOUNT
		TOTAL REFUND	\$

PREPARED BY:

DATE:

Please email all requests to building@ci.warrenton.or.us