



## Building Division

292 W Beamer Street, Woodland, CA 95695  
[www.YoloCounty.org](http://www.YoloCounty.org) • (530) 666-8775

## REFUND REQUEST

Because the Building Division must collect fees prior to performing work, sometime a collected fee will not be utilized for services. Refunds are authorized as follows:

**CBC Section 109.6 (Local Amendment) Refunds.** The Building Official may authorize the refunding of not more than 80% of the permit fees paid when no work has commenced under a permit in accordance with the code or when an application for a permit for which a plan review has been paid is withdrawn or cancelled before any plan review effort has been expended.

### To request a refund, provide the following information:

Check payable to: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Project Address: \_\_\_\_\_

Permit/Record Number: \_\_\_\_\_

Reason for Refund:  Fee Charged in Error     Application Withdrawn     Permit Cancelled

Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**OFFICE USE ONLY:**

Staff Name: \_\_\_\_\_

**Checklist**

- The Refund Request is complete
- No inspections were made
- There are no fees due on this permit or any related code cases
- A copy of the receipt is attached with the refundable fees circled or highlighted
- The calculated refund amount is accurate and listed below.

**Policy**

- **Unearned Fees:** Fees that cover work that has not been commenced per Section 109.6 are refunded at 80%.
- **Utilized Fees:** Fees that cover work that has been completed, such as **application fees, general plan cost recovery, and technology recovery fees**, cannot be refunded because cost has already been utilized.
- **State Fees:** Building Standards and Seismic fees can be refunded 100% because a permit cancellation or application withdrawal reduces the number of permits and valuation of permits reported to the state.

**Fee Calculation**

It's OK to perform this calculation on the attached receipt.

Fee	Amount Paid	Refund Rate (%)	Refund Amount (\$)

**Total Refund** \_\_\_\_\_

**CBO Approval** \_\_\_\_\_ **Date:** \_\_\_\_\_