



**City of Hillsboro**  
**Refund Request Form**  
 150 E Main Street, 4<sup>th</sup> Floor, Hillsboro, OR 97123  
 Phone: 503-681-6144 | Inspections: 503-681-6244  
 Fax: 503-681-6469 | [www.hillsboro-oregon.gov](http://www.hillsboro-oregon.gov)  
 Email: [permits@hillsboro-oregon.gov](mailto:permits@hillsboro-oregon.gov)

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**

<input type="checkbox"/> Applicant cancelled permit
<input type="checkbox"/> Duplicate permit
<input type="checkbox"/> Error in issuance, explain:
<input type="checkbox"/> Other, explain:

**AUTHORIZATION**

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

**REFUND POLICY**

Refunds can be issued if requested within one year 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 Refunds are issued at 80 percent of refundable fees for Building Department permits that are withdrawn or for which work has been cancelled or revised.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. State surcharge is refunded at 100 percent, no exceptions. 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. Refunds are processed within 10 days of request.

**OFFICE USE ONLY**

Receipt Amount:	
Total Refund Due:	
Refund Percentage:	
Payment Method:	<input type="checkbox"/> ONLINE <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> E-PERMIT <input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> OTHER:

**GL CODE ALLOCATION**

ORG	OBJECT	DESCRIPTION	AMOUNT
		<b>TOTAL REFUND</b>	<b>\$</b>

<b>PREPARED BY:</b>	<b>DATE:</b>
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