



**Permit Center**

210 Lottie Street, Bellingham, WA 98225

Phone: (360) 778-8300 Fax: (360) 778-8301 TTY: 711 (WA Relay)

Email: [permits@cob.org](mailto:permits@cob.org) Web: [www.cob.org/permits](http://www.cob.org/permits)

# REFUND REQUEST FORM

**Bellingham Municipal Code Section 17.10.108.8 – Refunds**

The Building Official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.

The Building Official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.

The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of application.

PROJECT ADDRESS:	PERMIT NUMBER:	DATE ISSUED:
IDENTIFY THE FEES (TYPE AND AMOUNT) TO BE CONSIDERED FOR REFUND:		
NAME AND MAILING ADDRESS OF ORIGINAL PAYEE:		
NAME OF PERSON REQUESTING REFUND:		
MAILING ADDRESS:		
PHONE:		
EMAIL:		

<b><i>I HAVE READ AND UNDERSTAND BMC CODE SECTION 17.10.108.8 (ABOVE) FOR REFUND APPROVAL. MY REQUEST MEETS THE REFUND CRITERIA AS EXPLAINED BELOW. (PLEASE BE SPECIFIC).</i></b>

<i>I, the undersigned, do hereby certify under penalty of perjury that I am, or I am an authorized representative for, the payee of these fees being requested for refund. I understand that this form is being submitted electronically and my typed name on the signature line will qualify as my signature for purposes of the above certification.</i>	
<b>Signature</b>	<b>Date</b>

<input type="checkbox"/> Request meets the criteria for a refund <input type="checkbox"/> Request does not meet the criteria for a refund (See back for explanation)	BY (STAFF):  DATE:
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**Staff has reviewed the following information and determined compliance and/or non-compliance with the criteria established in BMC code section 17.10.108.8.**

	YES	NO
1. Is the refund request being submitted within six (6) months from the date of application		
2. Was formal staff review for code compliance accomplished by any division of the City?		