



**Building and Safety
Permit Service Center**

**Submission
Instructions:**

Please make and keep a copy of all the paperwork requested for your own records.

The documents listed are attached to your request. Requests without correct documentation will be denied and returned to the applicant.

Requests take approximately 8-10 weeks to process.

Permit Service Center
1947 Center St. 3rd floor
Berkeley, CA 94704
510-981-7500 TDD 7450
permits@cityofberkeley.info

REQUEST FOR REFUND OF PERMIT FEES

Project Information

Project Address:

Permit Number:

Contact Person:

Phone:

Email:

Refund Amount in \$:

Please note: The refund amount will be subject to a 25% processing fee.

How was the payment made? (Required) Credit Card Cash Check

I hereby request a refund of fees paid on: _____ for the following reasons:

Original Receipt

A signed letter from the Property Owner indicating that the work was not performed.
Note: No refunds can be granted for active permits with inspection activity.

The permit has not expired.

Submit via mail or in person to:
Building and Safety (Attn: Refund Request) - 1947 Center St. Floor 3, Berkeley, CA 94704

I understand that all the check-boxes above must be checked and the documents listed must accompany this completed Request for Refund form in order to apply for a permit fees refund. No refund can be granted after the building permit has expired and there are no refunds granted for plan check fees. All refunds will be processed in accordance with the City of Berkeley Municipal Code, Chapter 7.20, Section 7.20.050, and Ordinance No. 3631-N.S., as amended. I understand that a refund will be subject to a 25% processing fee, but not less than \$5.00 will be deducted for each refund.

Name:

Signature:

Date:

Check Made Payable To:

Name:

Address:

City, State:

Zip Code: