



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health

Physical and Mailing Address: 615 W Alder St., Bldg 8, Shelton, WA 98584
Shelton Phone: (360) 427-9670 ext 352 ❖ Fax (360) 427-7798

REQUEST FOR REFUND

DATE OF REQUEST: _____

NAME: _____

MAILING ADDRESS: _____

CITY, STATE: _____ ZIP: _____

PHONE: _____ E-mail: _____

The applicant does hereby request a refund on receipt number: _____	
Date of Receipt: _____	Dollar Amount of Issued for \$ _____
Permit No. _____	Type of Permit: <i>Building – Environmental – Other</i> (Circle one)

Reason for Refund Request: _____

SIGNATURE: _____

STATE AUDITOR REQUIREMENTS

You must enclose the original receipt with this request. If a Building Permit was issued the request for refund will cancel this permit. Include all documents, including issued permit with this request.

BUILDING DEPARTMENT REQUIREMENTS

The International Building Code authorizes refunding of any fee erroneously paid or collected when no work has been done under a permit issued in accordance with this code. Refund amount for permit fees may be authorized at no more than 80% of permit fee. Refund for plan review fees is authorized (at no more than 80% of plan review) when application is withdrawn or canceled before plan review is done. No refunds shall be authorized for refund requests more than 180 days after initial fee was paid.

PLANNING DEPARTMENT POLICY

Fees may not be refunded once a permit is issued, after a public hearing is advertised, or after processing has been complete. No more than 80% may be refunded if no work has been completed. After a determination of completeness/incompleteness, no more than 50% may be refunded. A minimum of \$20.00 shall be withheld for administrative costs. Should the required application be submitted in error of DCD staff, a 100% refund shall be made.

For Official Use Only:		
Refund has been:		Signed by: _____
<input type="radio"/> Approved	Refund Amount \$ _____	
<input type="radio"/> Denied	Notes: _____	Director of Community Services