COUNTY OF RIVERSIDE
DEPARTMENT OF BUILDING & SAFETY

APPLICATION FOR REFUND

INSTRUCTIONS FOR FILING CLAIM ON THE COUNTY TREASURER

1. Complete both sections A and B of this form (type or print only).
2. Sign the form.
3. Attach applicant's copy of the permit receipt (Form 284-208) or attach a reprinted copy of the receipt.
4. Submit application to servicing Building and Safety Regional Office within 180 days of permit issuance date.

SECTION A APPLICANT INFORMATION

Current Date _____ Name _____

Street Address or P.O. Box Number City State Zip Code

Area Code Telephone Number

SECTION B PERMIT DATA

Permit Number _____ Date Permit Issued _____

Reason for Refund: _____

_____

Applicant Signature: _____ **Please allow 8-12 weeks for <u>approved</u> refunds.**

REFUND LIMITATIONS

Appendix Chapter 1, Section 105.5 of the California Building Code: Every permit issued shall become invalid unless the work on the site authorized by such permit is not commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. Notwithstanding the foregoing, any fee collected in accordance with State Laws for the State of California shall not be refunded by the County of Riverside.

Appendix Chapter 1, Section 108.6 of the California Building Code authorizes the building official to establish a refund policy: The building official may authorize during the term of the permit, the refunding of not more than 80% of the fee, when **<u>NO WORK</u>** has been done under a permit issued in accordance with the code; however a **minimum of $23.39 or 20% Administrative Fee, whichever is greater, shall not be refunded on any permit.**

FOR DEPARTMENT USE ONLY

TO BE COMPLETED BY REGIONAL OFFICE

1. Was claim filed within 180 days? ( ) Yes ( ) No
   If no, NO REFUND is allowed. See Section 105.5 above.

2. Were any plan checks completed? ( ) Yes ( ) No
2. Were any Field Inspections completed? ( )Yes ( ) No

3. Is the refund the result of an Administrative Error?
   ( ) Yes ( ) No Explain: _____

4. Permit and application information has been verified by:

   Name: _____

   Title: _____

5. Concurrence by Building & Safety Supervisor:

   Signature: _____ Date: _____