

CITY OF HANFORD
317 N DOUTY STREET HANFORD, CA 93230

BUILDING DIVISION
(559) 585-2581 FAX: (559) 583-1633

PERMIT FEES - REFUND REQUEST

Dear Sir:

On _____, I was issued a building permit to construct a

_____ type of permit

at _____ address The

permit number is _____ permit # and is enclosed.

Due to circumstances, I am unable to continue with this project and must abandon it. Therefore, I am requesting a refund of the money I paid for this permit, in whatever amount is refundable.

Sincerely,

Signature

Date

Print

Address

*****OFFICE USE ONLY*****

Claim sent: _____

Check in office: _____

Received By: _____
signature

Date: _____

print

Issued By: _____

POLICY NO. 02-01

Eff. Date: 01-01-02

Rev. Date: 02-27-07

SUBJECT: REFUND OF BUILDING PERMIT FEES

1. The permit must be cancelled, by the owner or permit holder in writing, within 60 days of the issue date of the permit.

2. The "Permit Fees Request Form" provided by the City, must be completed and submitted to the City of Hanford, Building Division, by the Permit Holder

3. Permit Fees are refundable as follows:

Building Inspection Fee	80%
Plan Check Fee	00%
Plumbing Permit Fee	100%
Electrical Permit Fee	100%
Mechanical Permit Fee	100%
Seismic Fee	100%
Wastewater Impact Fee	100%
Water Impact Fee	100%
Water Meter Fee	100%
Transportation Impact Fee	100%
Park Impact Fee	100%
Fire Impact Fee	100%
Police Impact Fee	100%
Refuse & Recycling Impact Fee	100%
School Fee	100%
Flat Fee Permits	100% less \$50.00
Other Fees	See Building Official

4. No work shall have been commenced on the project for which such permit was issued. If inspections have been performed, these costs will be prorated and deducted from the refund amount. The refund amounts in Item "3" above may not apply.

5. The original permit, along with the inspection Job Card, must be surrendered to receive any refund.

6. An inspection of the site, by the Building Division, will be performed to verify the extent of work performed, if any.

If all of the above conditions are met and approved, a claim for the refund will be submitted to our Finance Department. You will be notified by phone when the check is available, which generally takes two (2) weeks. You may pick up the check at our office at your convenience.

NO REFUND MONEY WILL BE “ROLLED OVER” TO ANOTHER PERMIT. A SEPARATE CHECK WILL BE REQUIRED SHOULD YOU OBTAIN ANOTHER PERMIT.

If you have any questions concerning this issue, please feel free to contact our office at (559) 585-2581.

The Building Division