



City of Pomona —Building and Safety Division

Request for Refund

Applicant Statement:

I _____ am requesting a refund in the amount of \$ _____

Permit Number: _____

Property Address: _____

The reason I am applying for a refund: *(must be filled out by applicant)*

Name of Applicant: _____

Applicant's Address: _____

Phone Number: _____

Email Address: _____

Print Name: _____

Signature: _____

Information to Applicant:

The Building Official may authorize refunding of any fee paid here under which was erroneously paid or collected. The Building Official may authorize refunding of not more than 80% of the permit fee 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more than 80% of the Plan Review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan reviewing is done. The Building Official shall not authorize refunding of any fee paid except on written application file by the original permittee not later than 180 days after the date of fee payment.

Municipal Permit Generating Software fee of \$3.33 is non-refundable

FOR STAFF USE ONLY. DO NOT WRITE BELOW THIS LINE

APPROVED

DENIED

COMMENTS: _____

Date: _____

Staff Name: _____ Title: _____

Signature: _____