

CANYON LAKE
DEPARTMENT OF BUILDING AND SAFETY
APPLICATION FOR REFUND

INSTRUCTIONS FOR FILING FOR A REFUND FROM BUILDING AND SAFETY

1. Complete sections A and B of this form (type or print).
2. Sign this form.
3. Attach applicant's copy of the permit or a reprinted copy of the permit.

SECTION A APPLICANT INFORMATION

Current Date _____ Name _____

Street _____ city _____ state _____ zip _____

Telephone Number _____
()

SECTION B PERMIT INFORMATION

Permit Number _____ Date Issued _____

Reason for refund _____

Applicant Signature: _____ **Please Allow 2-6 weeks for approval.**

REFUND LIMITATIONS

Riverside County Ordinance 457.98, Sec. 2, Paragraph 1 limits the amount of permit fees that may be refunded as follows:
 Section 303.4 of the Administrative Code: Every permit issued by the building official under the provisions of the technical code shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced and a written request for inspection filed with the building official within 180 days from the date of issuance. Notwithstanding the foregoing, any Fee collected under any section of this Ordinance for the state of California shall not be refunded by the County of Riverside.
 Section 304.6 of the Uniform Administrative Code: The building official may authorize during the term of the permit the refunding of not more than 80% of the permit fee when **no work** has been done under a permit issued in accordance with the code; however a minimum of \$23.39 or 20% administrative fee, whichever is grater, shall not be refunded on any permit.

FOR DEPARTMENT USE ONLY

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|--|------------------------|
| 1. Was clam filed within 180 days? () Yes () No
If no, no refund is allowed. See Sec.303.4 above. | 5. Permit verified by: |
| 2. Where any plan checks completed? () Yes () No | Name: _____ |
| 3. Where any field inspections completed? () Yes () No | Title: _____ |
| 4. Is the refund a result of an administrative error?
() Yes () No | |

Explain _____

Refund: _____

Building Official: _____ City Manager: _____