



Community Development Department

300 Richards Boulevard 3rd Floor Sacramento, CA 95811

Help Line: (916) 264-5011

www.cityofsacramento.org/dsd



Request for Permit Refund

(attach copy of register receipt)

Permit Services Only

PV # _____

Permit Number

(required)

(attach original job card)

Job Address: _____

Date of Written Request: _____ Date Request Received: _____

Permit For: _____

Reason for Refund: _____

Contractor: _____ Owner: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Phone #: _____ Phone #: _____

E-mail Address: _____ E-mail Address: _____

Signature: _____ Signature: _____

Refund Recipient: Contractor Owner Other _____

ORIGINAL PERMIT "JOB COPY" IS REQUIRED FOR REFUND (SCC Section 15.08.130)
A \$50.00 PROCESSING FEE WILL BE DEDUCTED FROM ALL REFUNDS

-For Accounting Purposes Only-

| AMOUNT PAID | |
|--------------------|--|
| Permit Value | |
| BPF pd (200/201) | |
| PC/PPF pd (205) | |
| SMI pd (207) | |
| CBL pd (206) | |
| Tech pd (259) | |
| Gen Plan Fee (213) | |
| Excise Tax (209) | |
| Other | |
| Other | |
| Total Paid | |

| AMOUNT TO BE REFUNDED | |
|-----------------------|----------|
| Adj. Value | |
| BPF pd (200/201) | |
| PC/PPF pd (205) | |
| SMI pd (207) | |
| CBL pd (206) | |
| Tech pd (259) | |
| Gen Plan Fee (213) | |
| Excise Tax (209) | |
| Other | |
| Other | |
| (Comm/Res/Fee) | -\$50.00 |
| Total Refund Amount | |

| PERMIT SERVICES ONLY | |
|----------------------|--|
| Register Receipt | <input type="checkbox"/> |
| Refund Letter | <input type="checkbox"/> |
| Job Card Attached | <input type="checkbox"/> |
| Paperless | <input type="checkbox"/> |
| App. Book Marked | <input type="checkbox"/> |
| Permit Cancelled | <input type="checkbox"/> |
| Supp. Paper Work | <input type="checkbox"/> |
| Inspection Done | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (If yes, no refund) | |

REFUND PROCESSED BY: _____ DATE: _____

REFUND APPROVED BY: _____ DATE: _____

CUSTOMER SERVICE MANAGER: _____ DATE: _____