



BUILDING SAFETY DEPARTMENT
2nd FLOOR
www.ci.medford.or.us

CITY OF MEDFORD
LAUSMANN ANNEX
200 SOUTH IVY STREET
MEDFORD, OREGON 97501

TELEPHONE (541) 774-2350
FAX (541) 618-1707
E-MAIL: building@cityofmedford.org

REQUEST FOR PERMIT REFUND

(Refunds are made to the individual/company that made the original payment)

Date: _____ Permit No: _____

Job Address: _____

Reason for Refund Request: _____

Person Requesting Refund: _____

Contractor/Owner/Agent: _____

Phone Number: _____ Signature: _____

>>FOR ACCOUNTING PURPOSES ONLY<<

REFUND: ___0% ___75% ___100% Comments: _____
Refund Processed by: _____ Date: _____
Refund Approved by: _____ Date: _____

The Building Department is authorized to the refunding of:

- Building, Plumbing, Mechanical , Electrical permit fees and associated fees paid for a permit under which no work is commenced and inspections conducted: and,
- The plan review fees, if the application for which the plans are submitted is withdrawn before the plan review commences: and,
- No fee shall be refunded except on a written request by the applicant and received by the Building Department no later than 180 days after payment: and,
- The City shall retain a 25% transaction management fee for associated administration costs.