



City of Gearhart Building Department
PO Box 2510
698 Pacific Way
Gearhart, OR. 97138
503-738-5501
FAX 503-738-9385
building@cityofgearhart.com

Refund Policies

If your plans change and you no longer need a permit, we will refund up to 80% of your permit fee if no work has been done and/or no inspections have been made. Please note we cannot issue a refund if work has been done or inspections have been performed. 80% of the plan review fee may be refunded when an application is withdrawn or canceled prior to the start of the plan review. A refund is not available if any plan review has been performed.

For permit applications that have been processed, we accept refund requests within 180 days of the date the permit was issued. To request a refund, you must submit a written request to our office. Written requests can be sent by mail, fax, or email.

<u>BY MAIL</u>	<u>City of Gearhart</u> <u>Attn: Building Department</u> <u>PO Box 2510</u> <u>Gearhart, OR. 97138</u>
<u>BY FAX</u>	<u>(503)738-9385</u>
<u>BY EMAIL</u>	<u>building@cityofgearhart.com</u>
<u>DROP OFF</u>	<u>698 Pacific Way ♦ Gearhart ♦ OR ♦ 97138</u>

When requesting a refund, please note plan Review Fees nor state surcharges are not included in the calculation and are not refunded.

- ◆ Refunds may only be issued to the party who paid the fees, according to the payer information on record.
- ◆ The refund request form is used only for online building permits and not for planning applications (such as Land Use Reviews, Pre-Application Meetings, Variance Applications, etc.) For planning application refunds, please contact the Planning Department.



FOR OFFICE USE ONLY

Date Received:

Date Approved:

PERMIT INFORMATION

Permit Number(s):

Project Name:

Permit Issued Date:

REFUND TO

Business Name:

Contact Name:

Address:

City ♦ State ♦ Zip:

Contact Number:

Payment Type: E-Permitting ♦ Cash ♦ Check ♦ Card ♦ Other

Date Paid:

REASON FOR REFUND

Applicant Canceled Permit:

Duplicate Permit:

Error in Issuance (Explanation):

Other (Explanation):

APPLICANT SIGNATURE OF AUTHORIZATION

Signature: _____ Date: _____



CITY OF
GEARHART

REFUND POLICY

Refunds can be issued if requested within 180 days from when the original payment was received. Refunds are issued at 80 percent of refundable fees for Building Department permits that are withdrawn or for which work has been canceled or revised. Refund requests are reviewed individually by Building Department staff to determine refund eligibility; however, fees are not eligible for a refund if plan review and/or inspections have taken place. The building Department collects other new construction-related fees on behalf of other departments and agencies. Refunds for these fees may be processed by Building, but Building shall make no determination as to whether a refund will be issued. All non-Building Department fee refunds must be approved by the affected department or agency prior to refund issuance.

FOR OFFICE USE ONLY

Amount Paid:

Total Refund Due:

Refund Percentage:

Payment Method:

E-Permit Credit Card Check Cash Other

GL CODE ONLY

ORG	OBJECT	DESCRIPTION	AMOUNT

PREPARED BY: _____ **DATE:** _____

◆ Email, Mail, or Fax to the City of Gearhart at the above information ◆