



Community Development
BUILDING DIVISION
 1444 West Garvey Avenue
 West Covina, CA 91790
 626-939-8425
Building@westcovina.org

Request for Refund

Address: _____ Project Numbers: _____

Type of Refund Request: Permit Plan Check

Reason for Refund:

Please enter the name, address and contact of who the fees should be refunded to

Name: _____ Email: _____

Phone Number: _____ Relation to Project: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Plan Check Refund Requests

No portion of the plan checking fee shall be refunded, unless no checking has been performed on a set of plans, in which case eighty (80) percent of the plan review fee may be refunded; however, the portion of the fee retained shall be no less than twenty-five dollars (\$25.00).

Permit Refund Requests

In the event that any person shall have obtained a permit and no portion of the work or construction covered by such permit has been commenced, the person shall be entitled to a refund in an amount equal to eighty (80) percent of the permit fee actually paid for such permit; however, the portion of the fee retained shall be no less than twenty-five dollars (\$25.00).

Time Limitation

No refund shall be granted when receipt of the request occurs more than one (1) year following payment of the permit or plan review fee.

By signing below, I acknowledge that I have read and understand the above statements and all information is accurate to the best of my knowledge

Applicant's Signature

Please Print Full Name

Date

Address: _____ Project Numbers: _____

APPROVED

DENIED

Comments:

Date: _____

Staff Name: _____ Title: _____

Signature: _____