



REFUND REQUEST

Please submit refund requests to permittech@sammamish.us, and must include a copy of the receipt.

- Refunds may only be approved within **180 days** from date the application was submitted.
- Refunds shall not be issued for an application or plan review if the review has been completed.
- Plan review refunds shall not exceed 80% of fees paid when application is withdrawn or canceled prior the start of the plan review process.
- Permit refunds shall not exceed 80% of fees paid when no inspections have been completed.
- Refunds will only be issued to the payor of record that paid the fees.
- Please allow 3 weeks for processing.

APPLICATION INFORMATION	
Date of Application:	Date of Request:
Application/Permit #:	
Project Address/PIN:	
Reason for Request:	
PAYOR INFORMATION	
Payor:	Company: <i>if applicable</i>
Mailing Address: <i>city/state/zip</i>	
Email:	Phone:
<i>I understand the refund will be issued to the original payor of record that paid the aforementioned fees.</i>	
<hr style="border: none; border-top: 1px solid black;"/> Signature	<hr style="border: none; border-top: 1px solid black;"/> Date

STAFF USE ONLY		
Refund Amount:	Refund Approval:	Date: