



Permit Application and Permit Refund Policy

Reference: the Redmond Municipal Code, CH 15.08. These procedures apply to all permits whether applied for, under review or issued and meet the refund criteria noted above.

- Refunds shall be requested in writing, on company letterhead (if applicable), by the original applicant and must include the permit number and the date of the initial permit application. Requests by e-mail are also acceptable.
- Refunds shall only be issued to the company or person who made the original payment.
- 100% of any fee erroneously paid or collected shall be refunded, regardless of amount.
- No refund shall be made on permits with a fee of less than \$150.00. Exception: fees erroneously paid or collected.
- Permit applications requiring plan review that are withdrawn or cancelled before any plan review is done may have not more than 80% of the plan review fee refunded.
- Permits that have been issued may have not more than 80% of the permit fee refunded if withdrawn or cancelled before any work on the project has been done. Note that no portion of the plan review fee shall be refunded on permits that have been issued.
- No portion of the Technology Surcharge shall be refunded. Exception: fees erroneously paid or collected.
- No portion of the Washington State Building Code Fee shall be refunded. Exception: fees erroneously paid or collected.
- Permit applications or permits that are expired shall not be refunded.