



**Building and Safety  
Permit Service Center**

Please keep a copy of all paperwork requested for your records.

The documents listed must be attached to your request. Requests submitted without documentation may be denied.

Requests for refund require approximately 8-10 weeks to process. The refund amount **is subject to a 25% processing fee.**

Refunds cannot be granted for active permits with inspection activity or expired permits. Plan check fees are non-refundable. Online service fee is non-refundable.

**Permit Service Center**  
1947 Center St. 3<sup>rd</sup> floor  
Berkeley, CA 94704  
510-981-7500 TTY 6903  
[permits@cityofberkeley.info](mailto:permits@cityofberkeley.info)

# REQUEST FOR REFUND OF PERMIT FEES

**Project Information**

Permit #:

Address:

**Requestor Information**

Owner

Agent

Contractor

Designer

Name:

Phone:

Company:

Address:

City/ST/ Zip:

Email:

I hereby request a refund of fees in the amount of:

Paid on:

Payment type:

Credit Card

Cash

Check

Reason:

**Attached Documentation Required**

Original Receipt

Letter signed by property owner indicating work not performed.

**Check made payable to:**

Name:

Phone:

Address:

Email:

City/ST/Zip:

I understand that plan check fees are non-refundable, and a refund cannot be processed for active permits with inspection activity or expired permits. All refunds will be processed in accordance with the City of Berkeley Municipal Code, Chapter 7.20, Section 7.20.050, and Ordinance No. 3631-N.S., as amended. **I understand that a refund will be subject to a 25% processing fee**, but not less than \$5.00 will be deducted for each refund requested.

Applicant Signature

Date

**Office Use Only**

Approved

Denied

25% Processing Fee

Notes:

Building Official (or Designee)

Date