



**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 will 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, filing fees, State mandated fees, and online payment service fees are nonrefundable.

Permit Service Center
1947 Center St. 3rd floor
Berkeley, CA 94704
510-981-7500 TTY 6903
PSCCashier@berkeleyca.gov

REQUEST FOR REFUND OF PERMIT FEES

Project Information

Permit #:

Address:

Requestor Information

Owner Agent Contractor Designer

Name:

Phone #:

Address:

City, Zip:

Email:

Request Refund Details

I hereby request a refund of fees in the amount

Paid on: Payment type: Credit Card Cash Check

Reason:

Job Canceled? Yes No

Attached Documentation Required

Original Receipt Letter signed by property owner confirming 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