

PERMIT REFUND REQUEST FORM

SUBMIT ONE REQUEST FORM PER PERMIT TO [BUILDING SUBMITTALS@CITYOFMENIFEE.US](mailto:BUILDING_SUBMITTALS@CITYOFMENIFEE.US)

PROJECT INFORMATION:

PROJECT NAME: _____
 PERMIT #: _____ INVOICE # _____ RECEIPT # _____

REFUND MAILING ADDRESS:

BUSINESS NAME: _____
 ATTN / CARE OF (IF APPLICABLE): _____
 BUSINESS ADDRESS: _____
 CITY, STATE, ZIP CODE: _____

CONTACT INFORMATION:

NAME: _____
 PHONE: _____
 EMAIL: _____

REASON FOR REFUND:

Your request will not be processed without the completed Permit Refund Request form, invoice, and receipt. Please allow 4-5 weeks for a refund.

This document does not guarantee a refund. Refunds are issued at the Building Official’s discretion and are subject to the criteria outlined in the Permit Application Refund Policy.

 REQUESTOR (SIGNATURE) _____
 DATE

CITY STAFF USE ONLY (PLEASE SIGN & DATE IF APPROVED):

PROCESSED BY: _____ DATE PROCESSED: _____
 AMOUNT: _____ DATE SENT TO FINANCE: _____



2022 CALIFORNIA BUILDING CODE, CHAPTER 1, SECTION 109.6 REFUNDS

The City of Menifee Building Official may authorize a refund of applicable permit fees concurrent with the withdrawal or cancellation of a building permit application.

Subject to the following provisions, permit fees may be eligible for a refund if the refund request is received within 180 days from the permit submission date. If after 180 days from the permit submission date, permit fees are non-refundable.



PLAN CHECK FEES

If plans have been reviewed, plan check fees are non-refundable. If plans have not been reviewed, plan check fees are fully refundable.



PERMIT ISSUANCE FEE

The Permit Issuance Fee is non-refundable



INSPECTION FEES

If an inspection has been scheduled, the inspection fees are non-refundable. If an inspection has not been scheduled, the inspection fees are fully refundable.



GENERAL PLAN MAINTENANCE FEE

The General Plan Maintenance Fee is non-refundable.



TECHNOLOGY SURCHARGE

The Technology Surcharge Fee is non-refundable.



GREEN FEE

The Green Fee is a state passthrough fee and is non-refundable.



SMIP FEE

The SMIP Fee is a state passthrough fee and is non-refundable.



REFUND PROCESSING FEE

A flat \$120 fee will be deducted from all approved refunds.