



**Washington County Department of Land Use & Transportation**

Building Services Division  
 155 N First Avenues, Ste 350-MS 12  
 Hillsboro OR 97124-3072  
 Phone: (503) 846-3470 Fax: (503) 846-3993  
 Email: [BLDG\\_Finance@co.washington.or.us](mailto:BLDG_Finance@co.washington.or.us)

**REQUEST FOR PERMIT REFUND**

PERMIT INFORMATION	
Permit Number(s):	
Job Site:	
REFUND TO	
Payor's Name:	Contact:
Address:	
City/State/Zip:	
Phone Number:	Email Address:
REASON FOR REFUND	
<input type="checkbox"/> Job canceled	<input type="checkbox"/> Duplicate permit
<input type="checkbox"/> Error in issuance, explain:	
<input type="checkbox"/> Other, explain:	
AUTHORIZATION	
Signature: _____ Date: _____	
REFUND POLICY EFFECTIVE <u>07.01.22</u>	
<p>If your plans change and you no longer need a permit, Washington County will refund up to 80% of your permit fee <b>if</b> no reviews have been started <b>and</b> no inspections have been performed. A service charge of \$75.00 will be retained in all cases.</p> <p>Refund Requests must be submitted using the County Refund Request Form <b>and</b> within <b>180 days</b> of the date the payment was made.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>By mail/ In person:</b>            Washington County Land Use &amp; Transportation            Building Services Division            155 N First Ave Ste 350-MS 12            Hillsboro, OR 97124</p> </div> <div style="width: 45%;"> <p><b>By email:</b>  <a href="mailto:Bldg_Finance@washingtoncountyor.gov">Bldg_Finance@washingtoncountyor.gov</a></p> </div> </div> <p>Fees collected for other jurisdictions are generally nonrefundable (Schools, Metro, THPRD, State Surcharges). Our office will refund 100% of any fee that was collected by mistake. The Building Official will make the final determination for any refund issue not stated in this policy.</p>	

OFFICE USE ONLY			
Date Received:		Inspections:	Yes    No
Prepared By:		Prior Year:	Yes    No
Approved By:			
Refund Method:	<input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> ACA/FIS Online <input type="checkbox"/> Other _____		
Fee Description	Account Code	AMOUNT	
<b>TOTAL REFUND</b>		<b>\$</b>	