Refund Request

City of Cannon Beach

Building Codes Division

PO BOX 368 / 163 E. Gower

Cannon Beach, OR 97110

(503) 436-8054   Fax: (503) 436-2050

building@ci.cannon-beach.or.us

INSTRUCTIONS

1. Please attach copies of pertinent applications, permits, and receipts.
2. Mail completed form to Building Codes at the above address.

CUSTOMER INFORMATION

Name of purchaser:	Phone:
Address (street or P.O. box):	

City:	State:	ZIP:

Requested by:	Date:

Reason for refund:

PERMIT / INSPECTION INFORMATION

Date issued:	Permit no:
Project address:	
Was inspection made?	Was plan review completed?
Duplicate permit purchaser name:	Address:
Duplicate permit no.:	Date:

DEPARTMENT USE ONLY

Amount applied for refund: $	Percent of amount to refund ❑80% ❑100% or ❑Denied	Permit Tech signature:
Total refund amount: $	Comments:	

15.04.120 Fees.

  A. Fees charged under this code shall be as provided in Exhibit A, Cannon Beach Building Fees, updated by resolution and in compliance with Division 50, of Chapter 918, Oregon Administrative Rules.

  B. The building official may authorize the refunding of fees paid in accordance with the refund policy in effect in the jurisdiction.

  C. The determination of value or valuation under any provisions of this code shall be made by the building official. The value to be used in computing the building permit and plan review fees shall be the total value of all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. (Ord. 20-6 § 1)

City of Cannon Beach

Community Development – Building Codes

163 E. Gower Street
Cannon Beach, OR 97110
(503) 436-8054 phone
(503) 436-2050 fax
www.ci.cannon-beach.or.us

Date: **July 15, 2020**

MEMO: **Refund Policy**

TO: **City of Cannon Beach Staff and Stakeholders**

FROM: **Alton Butler, Cannon Beach Building Official**

Effective: **Immediately**

This memo is intended to clarify the City of Cannon Beach Building Codes Division Refund Policy.

Refunding plan review and permit fees shall be at the sole discretion of the Building Official and be in conformance with the Cannon Beach Building Code Section 15.04.120 (B)

> *The Building Official may authorize the refunding of fees paid hereunder, which was erroneously paid or collected. The Building Official may authorize refunding of not more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with this code. The Building Official may authorize not more than 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review has commenced. The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of fee payment.*

All refund requests must be submitted on a Division approved form with the required information provided by the requestor. Request forms with missing or incomplete information will not be processed and shall be returned to the requestor. All refund requests shall demonstrate that the fees were paid erroneously. Requests for refunds due to contractors not being awarded the work, property owners or contractors deciding not to perform the work, or similar reasons will not be approved. Refunds may only be issued to the party who paid the fees, according to the payer information on record. Refunds shall not be credited to any other permit or permittee.

Refund approvals shall not exceed 80% of the fees paid. All refund requests will be subject to a fee equal to the current minimum hourly rate or 20% of the fees paid, whichever is greater. The hourly rate shall not be less than a one hour minimum fee.