



Sam Shahrouri  
Deputy Director of TLMA  
Building Official

**COUNTY OF RIVERSIDE  
DEPARTMENT OF BUILDING & SAFETY  
APPLICATION FOR REFUND**

**INSTRUCTIONS FOR FILING CLAIM ON THE COUNTY TREASURER**

1. Complete both sections A and B of this form.
2. Sign the form.
3. Submit application to Building and Safety Regional Office within 180 days of permit issuance date.

**SECTION A APPLICANT INFORMATION**

Current Date \_\_\_\_\_ Applicant Name: \_\_\_\_\_  
 Street Address or  
 P.O. Box Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Area Code \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

**SECTION B PERMIT DATA**

Permit Number \_\_\_\_\_ Date Permit Issued \_\_\_\_\_  
 Reason for Refund: \_\_\_\_\_  
 Applicant Signature: \_\_\_\_\_ Please allow 8-12 weeks for approved refunds.

This document can be electronically  
submitted only through Adobe reader

**REFUND POLICY**

The Building Official is authorized to establish a refund policy by the 2022 California Building Code Chapter 1 Section 109.6 – Fee refunds. Building Official may authorize the refund of required permit fees as follows:  
 For a Deposit fee-based permit, please refer to the procedures established in the Riverside County Ordinance No. 671.  
**Refunds for Deposit-based permits** are processed automatically, and no application refund request is needed.  
**Refunds for a Flat fee-based permit**, please refer to the following guidelines:

1. The building official shall not authorize refunding any fee paid except upon written application filed by the original permittee not later than 180 days after the date of application.
2. Refunds shall be requested in writing on the County authorized forms by the current applicant and must include the permit number and the date of the initial permit application.
3. Refunds shall only be issued to the current applicant.
4. No portion of the Technology Surcharge initiated by Ord. 749 shall be refunded.
5. Any fee collected in accordance with State Laws for the State of California shall not be refunded by the County of Riverside.
6. Permit applications or permits that are expired or canceled shall not be refunded.
7. The Building Official may authorize the refunding of not more than 20 percent of the permit fee when an application for a permit (for which a plan review fee has been paid) is withdrawn or canceled after the plan review is started or the permit has been issued.
8. If a building project has already started construction, no permit refund shall be initiated.

**FOR DEPARTMENT USE ONLY TO BE COMPLETED BY REGIONAL OFFICE**

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| 1. Was claim filed within 180 days?<br>If no, NO REFUND is allowed. See Section 105.5 above. | Yes | No |
| 2. Were any plan checks completed?   | Yes | No |
| 3. Were any Field Inspections completed?   | Yes | No |
| 4. Is the refund the result of an Administrative Error?                                      | Yes | No |

Explain:

5. Permit and application information has been verified by:  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 6. Concurrence by Building & Safety Supervisor:  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_