



City of Burbank - COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
REFUND REQUEST

ACTIVITY NO.
BS _____

*THIS FORM IS FOR REQUESTING A REFUND OF FEES PAID TOWARD A BUILDING PERMIT OR APPLICATION.
SUBMITTAL OF THIS REQUEST IS SUBJECT TO APPROVAL BY BUILDING DIVISION.*

JOB ADDRESS:

ACTIVITY/PERMIT NUMBER:

PAYER OF FEES:

PAYER'S MAILING ADDRESS:

CITY/STATE/ZIP:

TELEPHONE:

TYPE OF REFUND REQUESTED *: ☐ PLAN CHECK ☐ PERMIT ☐ OTHER:

***A REQUEST FOR REFUND OF FEES MUST BE MADE BY THE PERSON, FIRM OR CORPORATION THAT PAID THE FEES:**

- 80% OF THE BASE PERMIT FEE IS REFUNDABLE PROVIDED NO INSPECTIONS HAVE BEEN PERFORMED
- FEES PAID FOR PLAN CHECK ARE NOT REFUNDABLE WITH THE EXCEPTION OF APPROVED OVERPAYMENTS
- FEES COLLECTED ON BEHALF OF THE STATE AND PLAN ARCHIVE FEES ARE NOT REFUNDABLE
- REFUND CHECK WILL ONLY BE MADE PAYABLE TO PAYER OF THAT PARTICULAR FEE
- PAYMENT DOCUMENTATION MAY BE REQUIRED

STATE THE REASON FOR THE REQUEST:

SIGNATURE REQUIRED

I hereby affirm that all the information I have given is true and complete to the best of my knowledge.

Date: _____ Signature: _____