

Refund Application

City of Tempe
Development Services Department
 31 E. 5th Street, Garden Level, Tempe, AZ 85281
 Building Safety - Phone:480-350-8341 Fax:480-350-8677
www.tempe.gov



Project Information - Required

Project Name:
Project Address:
Reason for Refund Request:

Plan Review, Permit or Activity Number Refund Requested For:	City Use Only—Line Item Total
<input type="checkbox"/> Plan Review Number(s):	
<input type="checkbox"/> Building Permit Number(s):	
<input type="checkbox"/> MEP Permit Number(s):	
<input type="checkbox"/> Water/Sewer Fee Receipt Number(s):	
<input type="checkbox"/> Fire Permit Number(s):	
<input type="checkbox"/> Engineering Plan Review/Permit Number(s):	
<input type="checkbox"/> Other (specify):	
Total Refund:	

Applicant Information - Required

I certify that (check one):

I personally paid the fee(s) requested, or

I am authorized to request the refund by the entity that paid the fee(s).

Company or Firm Name:	Telephone 1: ()	Ext: _____
Applicant's Name:	Telephone 2: ()	Ext: _____
Applicant's Street Address (refund will be mailed to this address) :	Fax: ()	
City:	State:	Zip:
Applicant Signature:	Date:	

For City Use Only

Back-up Material Submitted (see Reverse for Requirements): <input type="checkbox"/> Copy of Validated Applicant Copy of Permit(s) <input type="checkbox"/> Copy of Receipt for Payment(s) <input type="checkbox"/> Copy of Validated Application(s) <input type="checkbox"/> Other _____	Requisition Stamp:
Initials of Staff: _____ Date Received: _____	
Water/Sewer Refunds <i>Only</i> Routed for Review of Permit/Project Impact To: <input type="checkbox"/> MEP plan review: _____ <input type="checkbox"/> Engineering plan review: _____ <input type="checkbox"/> To Water Utilities, for final processing: _____	
Approved By (Manager/Project Coordinator Signature and Date):	
Permits Plus Updated:	

Please see reverse for Eligibility, Instructions and Submittal Information

INSTRUCTIONS FOR REFUND APPLICATION

Project Information – Required

The project name (ex: Tempe Center for the Arts, Smith Residence Remodel, Southwest Shopping Center), project address, and reason for refund (ie: project cancelled – no work started) are required.

The plan review, permit, or activity numbers may be found on the copies of the project submittal form, permits, or applications (as applicable).

Applicant Information - Required

Note: We can not process a refund request without this information.

The certification of fees section must be completed. A refund can only be issued to the person/firm that paid the fee or their authorized representative.

The applicant information/address provided is the name and address that the refund check will be sent to. Incomplete/incorrect addresses will result in lost/returned refund checks.

A signature is *required* - unsigned refund applications can not be processed.

In order for a refund to be processed, it is also required to provide copies of the validated *applicant copy* of issued permits, copies of the validated application form, and/or receipts for payment.

Refund Eligibility & Exceptions

Eligibility:

- Plan Check Fees – Full amount less minimum valuation permit fee prior to Plan Check work commencing.
- Permit Fees – Full amount less minimum valuation permit fee if no Inspection has occurred and not more than 180 days after issuance of permit.

Refunds will **NOT** be processed for the following:

- Plan Check fees once the review has commenced or expired
- Building Permit fees after an approved inspection has occurred
- Investigation fees
- Permits issued for illegal construction
- Onsite Permits
- Plan Check renewal fee on printed status
- Zoning Permit for Mobile Home installation

Refund Processing

Refund processing time will vary, but may take up to 4-6 weeks to process from date of application.

Refund requests for water & sewer fees will be verified by Development Services but will be routed to the Water Utilities Department for final processing.

Blank refund application forms may be obtained on our website at www.tempe.gov

Please contact Development Services at (480) 350-8341, Option 2, with questions about completion of this form or processing of your request.