

# Refund Application

**City of Tempe**  
**Community Development Department**  
 31 E. 5<sup>th</sup> Street, Garden Level, Tempe, AZ 85281  
 Development Services (480) 350-4311 Fax (480) 350-8677  
[www.tempe.gov](http://www.tempe.gov)



**Project Information - Required**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Reason for Refund Request: \_\_\_\_\_

Permit or Activity Number Refund Requested For:	City Use Only—Line Item Total
<input type="checkbox"/> Building 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): _____	_____
<b>Total Refund:</b>	_____

**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) : _____	Email: _____
City: _____	State: _____ Zip: _____
<b>Applicant Signature:</b> _____	<b>Date:</b> _____

**For City Use Only**

Payment amount made \$ _____ Date of payment: _____ Plans reviewed? _____ Any inspections made? _____ Permit issued date: _____	Requisition Stamp: _____     
Application received by: _____ 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): _____	
Accela Updated: _____	

**Please see reverse for eligibility, instructions and submittal information**

# INSTRUCTIONS

## 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 permit, or activity numbers may be found on the copies of the project submittal form, permits, or applications.

## Applicant Information Required

**Note: We cannot 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 will not be processed.**

## 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 1 year 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 the date the application is received.

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

Blank refund application forms may be downloaded from our website: <http://www.tempe.gov/city-hall/community-development/development-services/applications-forms>

Please contact Community Development at (480) 350-4311 with questions about completion of this form or the processing of your request.