Refund Application

City of Tempe
Community Development Department
31 E. 5th Street, Garden Level, Tempe, AZ 85281
Development Services (480) 350-4311 Fax (480) 350-8677
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**
☐ Building Permit Number(s):		
☐ Water/Sewer Fee Receipt Number(s):		
☐ Fire Permit Number(s):		
☐ Engineering Plan Review/Permit Number(s):		
☐ 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) :	Email:	
City:	State:	Zip:
Applicant Signature:	**Date:**	

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 *Only* Routed for Review of Permit/Project Impact To: ☐ MEP plan review: _____ ☐ Engineering plan review: _____ ☐ 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.

Please see reverse to complete application