



# Permit Refund Request

Development Services Department  
777 B Street Hayward, CA 94541  
510.583.4140

## REFUND PROCESS

Certain fees are refundable if a project is cancelled or if charges to an applicant were miscalculated. Fees paid for services already provided are not refundable. For example, if the plan review for a project was completed but the construction is canceled, an applicant may be granted a refund for a percentage of the inspection fees but not the plan review fees. Refunds only apply to permits that have expired within a year or less.

## PROJECT INFORMATION

Permit Number: \_\_\_\_\_ Project Address: \_\_\_\_\_

Detail description of work: \_\_\_\_\_

## CONTACT INFORMATION FOR REFUND REQUEST

Amount Paid by:  owner  contractor  other

Company or Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

**Note: Administrative fees, plan check fees, tech surcharge and all State of California fees are non-refundable.** Typically, the City of Hayward will refund up to 60% of the inspection fees for projects that did not have any inspections. Refunds may take up to 6-8 weeks to process.

Reason for refund, please explain in detail: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

***This section to be completed by City of Hayward Staff***

Is the refund justified? Yes  No

Status of the actual construction and inspections preformed: \_\_\_\_\_

Current status of permit:  Active  Pending  Cancelled  Withdrawn  Other \_\_\_\_\_

If applicable, has a new permit been issued under a different contractor?  Yes  No (Permit # \_\_\_\_\_)

Percentage to be refunded: \_\_\_\_\_

Refund amount: \$ \_\_\_\_\_ Account #: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_