



City of Lake Oswego

Building Department

PO Box 369

Lake Oswego, OR 97034

Phone: 503-635-0290

E-mail: permits@lakeoswego.city

REFUND/WITHDRAWAL OF PERMIT REQUEST FORM

In accordance with the City of Lake Oswego's Master Fee Schedule the following pertains refund requests:

Permit Refunds:

- a. Where a permit has been issued and no inspections have been completed, 80% of the permit will be refunded.
- b. There are no refunds if plan review has been started by any department, or if permit has been issued and inspections have been performed
- c. Permit must have been issued within the last 180 days.

In order to process your refund please provide the following;

- a. Copy of your permit
- b. This completed form

Date: _____ Permit#: _____

Reason for Refund Request: _____

Signature: _____

Print Name: _____

Address: _____

E-mail Address: _____

If your payment was made with a card and you would like us to credit your card, please provide the card information:

Card#: _____

Exp. Date: _____

PLEASE NOTE THAT IT MAY TAKE UP TO 30 DAYS TO RECEIVE REFUND