



CITY OF LAKE OSWEGO BUILDING DEPARTMENT

PO BOX 369

LAKE OSWEGO, OR 97034

PHONE: 635-0390 FAX: 697-6574

REFUND/WITHDRAWAL of PERMIT REQUEST FORM

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

- 1) Permit Refunds:
 - a. Where a permit has been issued and no inspections have been completed, **80% of the permit fee** will be refunded.
 - b. There are **no refunds** when a permit has been issued and inspections performed.

In order to process your refund please provide the following;

- a. **copy of your permit**
- b. **this completed form**

Date: _____

Permit Number: _____

Job Address: _____

Reason for Refund Request: _____

Signature: _____

Print Name: _____

Address: _____

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

Exp. Date: _____

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