



REQUEST FOR REFUND OF PERMIT FEES

Mail To: Pima County Development Services
Building Administration
201 N. Stone Av, 1st Floor
Tucson, Arizona 85701

Date: _____

Applicant Name: _____

Email To: BuildingSafetyAdmin@pima.gov

Project Address: _____

Project Number: _____

Reason for Refund Request:

Please note:

- *\$63.00 building administrative fee applied to all refunds*
- *\$125.00 administrative fee applied to all wastewater refunds*
- *\$75.00 impact administrative fee is non-refundable*
- *Permits valued at \$158 or less are non-refundable*
- *Plan check fees, record maintenance fees, APA fees and DEQ fees are non-refundable*

CHECK ONE OF THE FOLLOWING:

- Refunds post application and prior to plan review:
90% of the building permit fee may be refunded if the request for the refund is placed prior to plan review initiation. If any component of the plan review has been initiated, the plan review fee shall not be refunded.

- Refunds post permit issuance and prior to inspection.
For custom permits, 40% of the building permit fees may be refunded if the request for the refund is placed prior to the first inspection and prior to permit expiration. For sites off model permits, 90% of the building permit fees may be refunded if the request for the refund is placed prior to the first inspection and prior to permit expiration. If any county field inspection has occurred, the building permit fees shall not be refunded. Wastewater Management Fees and Transportation Impact Fees (minus administrative fees) are typically 100% refundable, subject to approval by each applicable department.

Please mail the refund to:

Name – Please Print

Mailing Address

City State Zip Code

Phone Number

Signature

ALLOW UP TO 90 DAYS FOR PROCESSING OF REFUND REQUEST

Date Received: _____	Processed By: _____	Date: _____
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