

From: Sean Blaire, Building Official  
Revised: January 1, 2023  
Published: January 1, 2023  
Re: Revised Refund Policy

---

Comments: Revision of the refund policy for Economic & Development Services, Building Department and Permit Center. Refunds issued will be subject to an administrative fee of \$60 with a 12 percent state surcharge.

**QUALIFIED PERMITS**

Applicants have 180 days from the date the fee was collected to request a refund of a permit when no work has been completed nor inspections conducted under the permit. If work has been completed or inspections conducted under the permit, the Building Official will make a case-by-case determination of any warranted refund.

All refund requests must be submitted in writing, either email or letter, and include the site address, permit number, contractor, and the reason for the refund.

**REFUND AMOUNT**

An administrative fee of \$60 and a 12 percent state surcharge will be retained in all cases. The state surcharge is calculated using the \$60 administrative fee. The refund amount will, therefore, equal the permit fee amount with the \$60 administrative fee and 12 percent state surcharge subtracted.

Permit refund requests that are for amounts equal to or less than the \$60 administrative fee will not be refunded.

If the permit fee and state surcharge were charged in error by the City of Gresham, the applicant will receive a refund in the full amount of the permit fee and state surcharge.

Plan review, addressing, and site plan review fees are not refundable unless an error has been made by the City of Gresham.

Permit fees will not be refunded once construction has commenced, or an inspection has been performed.

**METHOD OF REFUND**

All refunds will be issued via check. Checks will be made payable to the individual or company on the original payment receipt.