

**WASHOE COUNTY BUILDING AND SAFETY DEPARTMENT REFUND  
FORM**

**DATE:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Permit Number:** \_\_\_\_\_

**Reason for Refund**

**Signature** \_\_\_\_\_

**BUILDING TECH:** \_\_\_\_\_

**100.108.7 Refunds**

**100.108.7.1 Refund of permit fees.** The building official may authorize the refunding of not more than 80 percent of the permit fee when:

- 1. No work authorized by the building permit has been done under a permit issued in accordance with this code; and
- 2. A written application for a refund is submitted to the building official within 180 days after the date the permit was issued.

**100.108.7.2 Refund of plan review fees.** The building official may authorize the refunding of not more than 80 percent of the plan review fee when:

- 1. The application for a permit for which a plan review fee has been paid is withdrawn by the applicant before any plan reviewing is done; and
- 2. A written application for a refund is submitted to the building official within 180 days after the date the application is withdrawn.

See code for Exceptions.