



Thurston County Building Development Center

2000 Lakeridge Dr. SW, Olympia, WA 98502

(360) 786-5490 | (360) 754-2939 (Fax)

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Email: permit@co.thurston.wa.us

www.thurstoncountybdc.com

Creating Solutions for Our Future

REFUND REQUEST FORM

Refunds will be issued to original payee only. Requests must be submitted within six (6) months of payment except for the following:

- No refund of a plan review or portions thereof will be allowed after receipt of permit application for building/manufactured home permits.
- No refund of a permit fee or portion thereof will be allowed if more than 30 days have passed since issuance of said permit.
- No refunds greater than 80% of total fees paid will be issued.

For exceptional circumstances, the Department may waive the above limitations. The Department may request a detailed written request for such waiver. (*Permitting System Policies & Procedures No. ADMN.96.POL.302; dated 9/20/04*)

Name: _____ **Tax Parcel #:** _____

Phone:(_____) _____ **Project #(s):** _____

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Amount Requested: _____ **Payment Date:** _____ **Receipt Number:** _____

(Attach Copy of Receipt)

Detailed Reason for refund request:

Applicant's Signature: _____ **Date:** _____

COUNTY USE ONLY

Department	Hours Expended	Refund Due	Signature	Date
Planning & Environmental		\$		
Environmental Health		\$		
Development Review		\$		
Other:		\$		
Total Refund to Process \$ _____				
Comments:				
Approved By:			Date Approved:	