



**City of Redlands**  
**Development Services Department**  
**Building & Safety Division**  
**35 Cajon St Suite 20**  
**Redlands California 92373 (909)798-7536**

## Refund Request Form

\_\_\_\_\_  
Name of Claimant (First)

\_\_\_\_\_  
(Last)

\_\_\_\_\_  
Mailing Address

(Street)

(City)

(State)

(Zip)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

Project Location: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Date of fees Paid: \_\_\_\_\_

Reason for Request of Refund: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above statement is true and accurate

\_\_\_\_\_  
Signature of Claimant

\_\_\_\_\_  
Date

### **FOR CITY OF REDLANDS DEPARTMENT USE ONLY**

Building and Safety Approval: \_\_\_\_\_

MUED Approval: \_\_\_\_\_

Fire Approval: \_\_\_\_\_

Approved Refund Amount: \$ \_\_\_\_\_

Approved Refund Amount: \$ \_\_\_\_\_

Approved Refund Amount: \$ \_\_\_\_\_

Total Approved Refund Amount: \$ \_\_\_\_\_

**What form do I use?**

Claim for Refunds must be made using the City of Redlands Refund Request form

**Where do I get the forms?**

For a pdf fillable form, please visit the City of Redlands website. The Refund Request form is also available from the Building and Safety service counter at 35 Cajon St Redlands CA 92373 Suite 15A.

**What do I need to attach?**

You will need to attach your original permit receipt containing the cash register validation. If you do not attach your original receipt, an affidavit stating why you cannot submit the originals, signed by you and notarized, will be accepted. However, if you submit an affidavit in lieu of receipts, you will also be required to submit a copy, front and back of your canceled check or other proof of payment. Your claim will NOT be processed without these documents.

**Where do I file the refund paperwork?**

Your completed refund form and attached documents can be submitted at the Building & Safety service counter located at 35 Cajon St Redlands CA 92373 Suite 15A. The staff will then forward the claim to the appropriate departments for approval.

**How long do I have to file a claim for refund?**

A claim for refund of fees paid to the Building and Safety Department must be filed within 365 days from the date of payment.

**What will be refunded?**

Refunds will be made on fees where no work has been performed for which the fee, application, permit, or appeal was required, provided that the City has not made any physical inspection or review or conducted any hearing, conducted any test, or done any similar work. Under these conditions, 80% of the fees paid will be refunded (20% is retained to cover clerical and administrative costs). If a valuation on a building permit was reduced, 100% of the difference will be refunded. If a Department of Building & Safety error was made in issuing the application, 100% of the fees paid will be refunded.

**What happens to my refund claim?**

1. The Building and Safety staff will date stamp and log in your claim.
2. The refund will be forwarded to the applicable departments for refund recommendations and approval. For example, if the refund is for a building permit, requests will be sent to the Plan Examiners and Building Inspectors. The Department staff will review the refund request and make appropriate recommendations and then return the request to Development Services administrative staff.
3. Development Services administrative staff will complete the audit on the claim, make the necessary calculations, and either forward the refund paperwork to the Revenue Department for processing or contact the claimant of the refund denial.