



# Development Services Center

## Refund Request Guide

### [How Are Refunds Requested?](#)

Requests for refunds of permits processed through the City of Spokane Department of Building Services must be submitted in writing to the Building Official **within 180 days of the original payment**. To assist in the timely review and processing of the refund request, please identify the following information in the refund request letter:

- Permit Number or Numbers;
- Project Address;
- Requestor Contact Information; and
- Brief statement summarizing the reason for the request.

Additionally, the letter will need to be signed and dated; *and a copy of each permit identified in the letter should be included with the request.*

### [How Is Refund Eligibility Determined?](#)

The Building Official must follow *Spokane Municipal Code (SMC) 08.02.039(E)* when determining if a permit is eligible for refund. This section of the SMC states that the “refund of permit and inspection fees can only be granted if the:

- a. work described on the permit was not done and no inspections or site visits were made; *or the*
- b. permit was a duplicate of an already issued permit; *or the*
- c. permit was issued in error by the department.”
- d.

### [Non-Refundable Fees:](#)

The following fees are not refundable:

1. Processing Fees;
2. State Building Code Fees; *and*
3. Plan Review Fees.

**Exception:** *Plan Review Fees may be refunded if the project is withdrawn or cancelled prior to any plan review being performed.*



*My Spokane*

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