Thurston County Building Development Center
3000 Pacific Avenue SE, Olympia, WA 98501
(360) 786-5490 | (360) 754-2939 (Fax)
TTY/TDD Line 711 or 1-800- 833-6388
Email: permit@co.thurston.wa.us
www.thurstoncountybdc.com

Creating Solutions for Our Future

THURSTON COUNTY
WASHINGTON
SINCE 1852

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:		