



REFUND APPLICATION

PROJECT INFORMATION - REQUIRED			
Project Name:		Permit Number:	
Project Address:			
Original Permittee Name:		Phone Number:	
Original Permittee Address:		City:	State: Zip:
Reason for Refund Request:			
APPLICANT INFORMATION - REQUIRED			
I certify that (check one): I personally paid the fee(s) requested, or I am authorized to request the refund by the entity that paid the fee(s).			
Company or Firm Name:		Telephone 1: ()	Ext:
Applicant's Name:		Telephone 2: ()	Ext:
Applicant's Street Address (<i>Refund will be mailed to this address</i>):		City:	State: Zip:
Applicant Signature:		Date:	
STAFF ONLY		ELIGIBILITY	
Back-up Material Submitted (see Reverse for Requirements): <input type="checkbox"/> Pay To Invoice Request Form Copy of Payment Method Copy of Invoice Copy of Original Permit(s) (Green) Copy of Receipt for Payment(s)		Eligibility determined in accordance with the City of Avondale building code amendments IBC section 109.6 and IRC sections R108.5 and R108.6. <input type="checkbox"/> Plan Check Fees – Not more than 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any review has taken place. <input type="checkbox"/> Permit Fees – Not more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with this code. <input type="checkbox"/> Other -	
Total Amount Paid by Applicant:		Total Amount Refunded:	
Initials of Staff:		Date Received:	Updated in Accela:
Approved By (Chief Building Official's Signature):		Date:	

Please see reverse for Eligibility, Instructions, and Submittal Information

Development Services Department
11465 W. Civic Center Drive, Avondale, AZ 85323 • Phone (623) 333-4000
www.AvondaleAZ.gov/Developmentservices

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4000 and EmailDevelopmentServices@avondaleaz.gov. All inquiries will receive a response within five business days.

Updated 03.04.25

INSTRUCTIONS FOR REFUND APPLICATION

Project Information – Required

The project name (ex: Avondale Center for the Arts, Smith Residence Remodel, Southwest Shopping Center), project address, and reason for refund (ie: project cancelled – no work started) are required.

The building, fire, planning, or engineering numbers may be found on the copies of the permits or applications (as applicable).

Applicant Information - Required

Note: We cannot process a refund request without this information.

The certification of fees section must be completed. A refund can only be issued to the person/firm that paid the fee or their authorized representative.

The applicant information/address provided is the name and address that the refund check will be sent to. Incomplete/incorrect addresses will result in lost/returned refund checks.

A signature is *required* - unsigned refund applications cannot be processed.

In order for a refund to be processed, it is also required to provide the original permit (Green), a copy of receipt for payment and a w-9 form.

Refund Eligibility & Exceptions

Eligibility:

- Plan Check Fees – Not more than 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any review has taken place.
- Permit Fees – Not more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with this code.
- No refunds of any fee shall be made except upon written application filed by the original permittee not more than 180 days after the date of permit issuance.

Refunds will **NOT** be processed for the following:

- Plan Check fees once the review has commenced or expired.
- Once an (any) inspection has been conducted under the permit.
- Inspection fees.
- Permits issued for illegal construction.

Refund Processing

Refund processing time will vary but may take up to 30 business days to process from date of application.

Blank refund application forms may be obtained on our website at www.avondaleaz.gov

Please contact Development Services Department at (623) 333-4000, with questions about the completion of this form or processing of your request.