



City of Avondale
 Development & Engineering Services
 11465 W Civic Center Dr. Avondale, AZ 85323
 (623) 333-4000 Fax: (623) 333-0420

Refund Application

Project Information - Required		
Project Name:		
Project Address:		
Phone Number:		
Reason for Refund Request:		
Permit Number:	Refund Requested: \$	
Applicant Information - Required		
I certify that (check one): <input type="checkbox"/> I personally paid the fee(s) requested, or <input type="checkbox"/> I am authorized to request the refund by the entity that paid the fee(s).		
Company or Firm Name:	Telephone 1:	
Applicant's Name:	Telephone 2:	
Applicant's Street Address (refund will be mailed to this address) :	Fax:	
City:	State:	Zip:
Applicant Signature:	Date:	
For City		
Back-up Material Submitted (see Reverse for Requirements):		
<input type="checkbox"/> Copy of Original Permit(s) (Green) <input type="checkbox"/> Copy of Receipt for Payment(s)		
<input type="checkbox"/> Other _____		
Initials of Staff:	Date Received:	Updated in Accela:
Approved By (Manager/Project Coordinator Signature and Date):		

Please see reverse for Eligibility, Instructions and Submittal Information

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) and copy of receipt for payment.

Refund Eligibility & Exceptions

Eligibility:

- Plan Check Fees – Not more than 80% of plan review fees paid when no plan review has taken place.
- Permit Fees – Not more than 80% of permit fee when no work has been done.
- Requests must be made within 180 days of fee payment or at the discretion of the Building Official.

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

- Plan Check fees once the review has commenced or expired
- Building Permit fees after an approved inspection has occurred
- Investigation 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.avondale.org

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