



Permit Refund Request

Once complete – Email this form to the [L&I Office](#) nearest the city where the work was going to take place

1. Only purchasers may request refunds. We deduct a refund processing fee for all permit types.
2. Fees paid by credit card in the last 6 months must be refunded to the cardholder's account.
3. Fees paid by check are eligible for a refund 30 days after deposit.
4. We will mail refund checks or credit accounts in 3 to 4 weeks, delays are possible if request volume is high.

Learn how to reduce refunds: Use this sales tax tool to determine if your project is in a [City Inspection Jurisdiction](#).

Type of Permit ☐ Electrical ☐ Elevator ☐ Factory Assembled Structures

Credit my CD Account ☐ Yes ☐ No (not an option for fees paid by credit card in the last 6 months)

Contractor's License Number: _____

Date of Request:	Amount of Refund Requested: \$	Permit/Conveyance Number:	
Request Payable To:		Phone Number:	
Address:	City:	State:	Zip Code:
Email Address:	Name of city where work was going to take place:		

Reason for Refund:	If duplicate permit, please provide both permit numbers below.
Has the work started? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe how much work has been done.	

Printed Name of Applicant

Signature of Applicant

This section will be completed by L&I

Payment Date:	Check Number:	Transaction Number:
G.L. Codes:	<i>Electrical Only: Number of Req.</i>	<i>Electrical Only: Number of Inspection</i>
<input type="checkbox"/> Credit Card <input type="checkbox"/> Debit Card <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CD Account <input type="checkbox"/> ACH		
L&I Inspector/Employee Name:		
<input type="checkbox"/> Full Approved <input type="checkbox"/> Partial Approved <input type="checkbox"/> Request Denied <input type="checkbox"/> Refund Amount Approved: \$		
Additional Notes:		

L&I Inspector/Employee Signature

Title

Date

Supervisor/Program Representative Signature

Title

Date

SCS Fiscal Tech Signature

Title

Date