



## 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.”

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**Exception:** *Plan Review Fees may be refunded if the project is withdrawn or cancelled prior to any plan review being performed.*

For more information, please contact:

**City of Spokane Building Department**  
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(509) 625-6300  
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