



**CITY OF NEWPORT BEACH**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**BUILDING DIVISION**

100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 92658-8915  
 www.newportbeachca.gov | (949) 644-3200

**REQUEST FOR REFUND**

Send permit request to your building inspector and plan check requests to the Permit Center.  
*(\*Refunds can only be reimbursed to company or individual who made original payment.)*

Project Address:		Permit or Plan Check #:	
Type of Fee:	<input type="checkbox"/> Permit <input type="checkbox"/> Plan Check <input type="checkbox"/> Other _____	Amount Paid: \$	Date Fee Paid: / /
<b>PETITIONER INFORMATION</b>			
Name (*Must be payor of fees):		Company Name:	
Street Address:		City:	State:    Zip Code:
Email:		Phone:	
<b>* ATTACH PROOF OF PAYMENT TO THIS FORM (copy of check, credit card statement, or cash receipt )</b>			
State Reason for Requesting a Refund:			
<i>I HEREBY CERTIFY THAT THE ABOVE STATEMENT IS TRUE.</i>			
Petitioner's Signature:		Title:	Date: / /
<b>FOR STAFF USE ONLY</b>			
Department Action:			
<input type="checkbox"/> Approve Refund		<input type="checkbox"/> Deny Refund	
Comments:			
Inspector Approval:	Name:	Signature:	Date: / /
CBO Approval:	Name:	Signature:	Date: / /

*Note: Refunds are subject to a 18% administrative charge / issuance fees are not refundable.*