



**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.



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[newportbeachca.gov/communitydevelopment](http://newportbeachca.gov/communitydevelopment)

## Policy Memorandum – ADMIN 109.6

**To:** Building Division Staff  
**From:** Samir Ghosn  
Deputy Community Development Director/Chief Building Official  
**Effective Date:** **March 10, 2020**  
*(Superseded 304.6-1, Original Effective Date: January 7, 2009)*  
*(Supersedes ADMIN-NBAC-108.6 Revised February 8, 2010)*  
**Regarding:** **Permit & Plan Check Refunds**

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Follow this policy once a completed “Request for Refund” form is received:

### **Permit Refunds:**

1. The Chief Building Official may authorize a refund of 82% of the permit fees paid provided a request to cancel the permit is received from the permittee during the first 180 days after the date of fee payment and no work has occurred. No refund will be issued for a permit if cancelled after it has been extended.
2. The original permit must accompany a “Request for Refund” form (<https://www.newportbeachca.gov/home/showdocument?id=20425>). (The Finance Department will not issue a refund unless a permit receipt is attached and if approved the refund will only be issued to the individual who initially paid for the permit at issuance.)
3. When a change of contractor permit is issued, the full fee applicable at the time of issuance shall be collected. Upon a written request from the permittee, the Building Official may authorize an 82% refund of the original permit fee paid.

### **Plan Check Refunds:**

1. Upon a written request, the Chief Building Official may authorize a refund of 82% 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 examination time has been expended.
2. The plan check fee receipt or copy of it, including the payor’s name, must be attached to the request. (Finance Department will not issue a refund unless a receipt or copy of receipt with payor’s name is attached).

### **Residential Building Records (R.B.R.) Refunds:**

1. The Chief Building Official may grant an 82% refund of Residential Building Records fees paid providing a written request is made before staff review of City records has begun. No refunds will be made after the staff review or physical inspection of the property has occurred.