



City of Tigard
COMMUNITY DEVELOPMENT
Refund Policy

1. The Community Development Director, Building Official or City Engineer may authorize the refund of:
 - a) Any fee which was erroneously paid or collected.
 - b) Not more than 80% of the application or plan review fee when an application is withdrawn or canceled before any review effort has been expended.
 - c) Not more than 80% of the application or permit fee for issued permits prior to any inspection requests.
2. Applicants must complete and submit a Request Permit Action form.
3. Refunds will be returned to the original payer in the form of a check.
4. Please allow 4-8 weeks for processing refund requests.
5. Questions regarding planning, engineering or building permit refunds may be directed to:

Holly Van De Wege, Program Development Specialist
hollyv@tigard-or.gov or 503-718-2470