Submit complete form to: pbdcashier@oaklandca.gov Processing Time - approx 30-90 days



REFUND REQUEST

FOR ACCOUNTING USE ONLY														
Period			Batch #					Type Item		Sub Item				

Name	:		Ph	Phone No/Email:					
		be the payor, if no	t complete &	notarize Letter	of Agency)				
Addre	ss:								
City, St	ate, Zip:								
Project	Address:				Permit Number:				
□ PI □ CI □ V □ IN	ROJECT CANCELI HANGE IN SCOPE ALUATION CHAN NCORRECTLY ASS OND Released or O	(Decreased Fees) IGE - old \$ FEES SESSED*	new\$		PERMIT NO DIFFERENT DUPLICATE	UED IN ERROR T REQUIRED FO TYPE OF PERMI E PERMIT ISSUEI mit#	T REQUIRED	*	
Proof of	Payment (attached	d): Drigina	al Cash Regist	er Receipt	Copy of Cancell	ed Check (front/l	back)	Other:	
Signat	ure:	-	Date:						
U			DO NOT	WRITER	ELOW THIS	<u> </u>			
Com		Permit number :		Vendor#:		Date Paid:	Amou	nt·	
Кесстрі	Ceceipt #.			v chuoi π.		Date 1 aid.	Ainou	7 iniount.	
Dist.	Amount	Fund	ORG	Account	Project	Program	TASK	Award	
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epartmen	nt Approval		Date		Office of Fina	nce		Date	
ntered By			Date		Account Pa	yable		Date	



Planning & Building Department 250 Frank H Ogawa Plaza 2nd Floor Cashier's Station

Cashier Unit: 510-238-4774 pbdcashier@oaklandca.gov

Oakland, CA 94612

REFUND REQUEST INFORMATION SHEET

General

- Applicants shall complete a refund request form and submit it with a copy of the applicant's receipt, credit card statement, or canceled check to the Cashier's Station. Please call (510) 238-4774 for questions on how to submit your request.
- Checks are issued by the Finance Department to the payer, as identified on the receipt or permit tracking system.
- Refund checks will be delayed by the Finance Department if there are other outstanding fees due to the City.
- Refunds will be mailed to the address on the refund request
- Refunds take up to ninety (90) days to process.
- Applicants may appeal the City's refund decision pursuant to Oakland Municipal Code ("O.M.C." Section 15.04.1.125.

Criteria

- Refunds are based on the following schedule:
 - ✓ A Refund Request received more than one year after payment was received, except for bonds, are not permitted.
 - ✓ Please note that refunds on plan check, site plans and parking reviews will be evaluated based on the schedule in the table below.

Table: Refund on Plan Check, Site Plan & Parking Review

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Process Timeline	Maximum Refund (Up to)						
After Plan Routing & Start of Review	80%						
After 1st Review and Comment on <i>Building Code Issues (</i> Architectural, Energy &	50%						
Accessibility Compliance)							
After 1st Review and Comment on Structural Code Issues	30%						
After 2 nd And Subsequent Reviews on Building Code Issues	10%						
After Completion of Review and Comment and Ready for Permit Issuance	0%						

- Certain fees are not refundable
 - ✓ Filing fees
 - ✓ Stop Work fees
 - ✓ Zoning Clearance
 - ✓ Escrow lien-payoff (demand) fees
 - ✓ Duplication and archive retrieval fees
 - ✓ Application and permit extension fees
 - ✓ Repeat offender, compliance plan, 3R report, certificate of occupancy, abatement permit, and similar fees related to a Code Enforcement action
 - ✓ Extra inspections
 - ✓ Previously collected permit fee once an extension has been granted (as stated on extension form)