



## CANCELLATION / REFUND REQUEST FORM

Type: ☐ Building & Mechanical ☐ Conveyance ☐ Land Use ☐ Site  
☐ Boiler & Pressure Vessel ☐ Electrical ☐ Refrigeration ☐ Furnace  
☐ Rental Registration (RRIO) Other: \_\_\_\_\_

APPLICATION/PERMIT #: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

SITE / PROPERTY ADDRESS: \_\_\_\_\_

**Request Type (Choose one):**

- ☐ Refund: For monetary refund only; no change to status of application or permit.  
(i.e., refund of over-payment of fees or duplicate payments)
- ☐ Cancellation + Refund: Cancels your application or permit + Requests Refund, with fee analysis based on Fee Ordinance. (If fee analysis yields no refund available, your permit will still be cancelled)

**Please explain circumstances or the details of your request:**

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**\*If Payee information provided below does not match that of the original payment, you must also complete Section II**

**I. Make Refund Payable To:**

Name: \_\_\_\_\_  
(Who or what company should the refund check be issued to/Attn to:)

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Refund Applicant's Signature: \_\_\_\_\_

**II. Authorization to Refund Money to Persons Other than Original Payer:**

If the refund is to be paid to persons other than the original payer, complete and date section below:

I authorize \_\_\_\_\_ to receive the refund on behalf of the original payer.

Original Payer Name (Printed) \_\_\_\_\_

Original Payer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**III. Refund Method**

- ☐ Send a Check by Mail
- ☐ Refund to Trust Account Trust Account ID#: \_\_\_\_\_
- ☐ Transfer Credit to another Permit/Record Permit/Record#: \_\_\_\_\_

- Email this form and supporting documentation to [SCI\\_Remittance@seattle.gov](mailto:SCI_Remittance@seattle.gov)  
or Mail to the address on the bottom of the form **Attention: Inspection Services Administrative Team**

**Refunds may take up to (6) weeks to process. Refunds are subject to the Fee Ordinance outlined in the Seattle Municipal Code (SMC) ch. 22.900. If the analysis identifies unpaid fees; you will be billed for the balance due.**