

## **SEATTLE FIRE MARSHAL'S OFFICE**

### **PERMIT FEE REFUND POLICIES (MAY 2014)**

Permit fees are established for FMO place of assembly, special events, and hazardous materials permits in the Seattle Municipal Code, Section 22.602.045, tables A, B, and C. The authority to refund permit fees is limited to the Fire Chief, the Fire Marshal, and the Assistant Fire Marshal, and rests on authority granted in subsection 22.602.045.K of the Seattle Municipal Code. The following policies are used to determine whether a refund is granted and the amount of the refund. The intent of the policies is to ensure all customers are treated consistently and fairly.

- 1. When a new permit is cancelled by the applicant prior to inspector review of application/file, field inspection or permit issuance.**  
Refund full amount less \$25 permit processing fee.
- 2. When a new permit is cancelled by the applicant after the permit application has been received by SFD, processed and an inspector has conducted file review and/or initial field time – but not final inspection or permit issued.**
  - a. For a one-time event, process, or activity, such as temp permits: Refund 50% less \$25 permit processing fee.
  - b. For a worksheet-fee-based permit for which only the application fee has been paid: Refund 50% less \$25 processing fee.
  - c. Annual flat fee permit paid in full: Refund 2/3 permit amount, less \$25 permit processing fee.
  - d. A residential underground storage tank (UST) permit that has been applied for in error and issued can be refunded in full less \$25 permit processing fee.
- 3. When a new permit is cancelled by the applicant after permit issuance and/or final inspection, for example if a one-time event is cancelled after permit issuance or if a business with an annual permit relocates or closes.\***  
Not subject to refund. *Exception: If a business relocates within Seattle, within six months of permit issue date, we can transfer payment to a new permit and the new permit will have the same anniversary date as the old permit.*
- 4. When a business changes hands through a change of ownership without any change in use.**  
There is no refund to the owner that is selling the business. A new application is required from the business owner purchasing the business. A new permit will be issued with the same conditions, assuming these are still appropriate.
- 5. When a permit applicant has applied for a permit, based on a City of Seattle error, and the Fire Marshal's Office subsequently determines no permit is required. Example: customer is directed by an Ops company or by Citywide Special Events personnel to apply for two separate permits, when a single permit would suffice.**  
Full refund (processing fee is waived).
- 6. When a permit applicant has applied for a permit, based on the applicant's error or misunderstanding, and the Fire Marshal's Office subsequently determines no permit is required.**  
Refunds will be governed by policies no. 1 and no. 2.
- 7. When a permit applicant has renewed a permit by error or misunderstanding and subsequently determines that they no longer needed the permit. Example: customer's accounting division renewed permit for a building that was demolished in the prior year.**  
Refund full amount less \$25 permit processing fee. Note – FMO is only able to refund one year of permit fees and the permit must still be current or have expired less than 12 months prior to the request.
- 8. When a permit includes fees assessed for late application or late renewal.**  
Fees assessed for a late application or late renewal are not subject to refund, unless the permit is cancelled by the applicant prior to any work being performed by the FMO inspector, in which case the full late fees will be refunded along with the full permit fee less a \$25 permit processing fee (see policy #1 above).
- 9. When a permit needs to be reissued to substitute one truck or kettle and replace it with a different truck or kettle, without changing the permitted truck or kettle count.**  
A new application is required; no refund is granted however no new fee is charged; and, there is no change in the expiration date. For example, a permit issued March 3, 2013, that is being reissued to reflect that one truck was retired and a replacement truck is now being covered by the permit, will still have an expiration date calculated based on the March 3, 2013, issue date. If equipment types and counts change, then a new application is required with full payment.
- 10. If an application is over one year old, the application fee will not be refunded.** (Customer can have operated using receipt for entire year at that point).

**If you would like to request a refund, please contact your Fire Marshal's Office Inspector or the Permit Desk at (206) 386-1450.**  
The process of issuing refunds generally requires 6-8 weeks until customer receives a refund check if refund is approved.