



**For Use by SDCI Staff Only:**

**SDCI LOG #**

**AP Voucher #**

**Accela / Refund Log Date**

## CANCELLATION / REFUND REQUEST FORM

<b>Type:</b>	Building & Mechanical	Conveyance	Land Use	Site / Side Sewer
	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, fee disputes, or duplicate payments)

Cancellation & Refund: Cancels your application or permit and requests a 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:**

If the **payee** information provided below does not match that of the original payment, you must also complete **section II**.

**I. MAKE REFUND PAYABLE TO:**

Company Name/Attn. (if applicable):

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 Signature:

Date:

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

**Please attach any documents that may be helpful in processing this request. Refunds may take up to (4) 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.**