



For Use by SDCI Staff Only:
 SDCI LOG # _____
 AP Voucher # _____
 Accela / Refund Log Date _____

CANCELLATION / REFUND REQUEST FORM

Type: Building & Mechanical Conveyance Land Use Site/Side Sewer
 Boiler & Pressure Vessel Electrical Refrigeration Furnace
 Other: _____

APPLICATION/PERMIT #: _____ DATE OF REQUEST: _____

SITE / PROPERTY ADDRESS: _____

Request Type (choose one):

- Refund: For monetary refund only; no change to status of application/permit (*i.e. for over-payment of fees*)
- Cancellation: Cancellation of permit / refund requested, with fee analysis based on Fee Ordinance

Please explain circumstances or the details of your request:

MAKE REFUND PAYABLE TO:

Company Name/Attn: _____

Address: _____

City, State, Zip Code: _____

Phone No.: _____

Refund Applicant's Signature: _____

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 **Attention: Inspection Services Administrative Team** or via email to SCI_Remittance@seattle.gov.

Please attach any documents that may be helpful in processing this request. Refunds may take up to (2) 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.