



DISPUTE REQUEST FORM

Note: One form per permit # must be completed. This form is ONLY for disputing fees/charges on a record.

Submittal Request Date:

1 REQUEST TYPE (Check all that apply)

- Dispute Fee/Charge Inquiry

2 REQUEST DETAILS

| | |
|------------------|-------------------------|
| Permit Number: | Requestor: |
| Permit Address: | Company or Agency Name: |
| Requestor Email: | Mailing Address: |

3 REQUEST DESCRIPTION DETAILS

Identify which fees/charges are included in request. Include date of incorrect fee or charge if known:

| Date | Amount: \$ | Type of Charge | Inquiry/Dispute Reason |
|------|------------|----------------|------------------------|
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4 INVOICE DETAILS

Invoice Number (if known):

To complete your request successfully, be sure to fill out the form entirely! Incomplete or missing information can cause delays.

What to Expect

- Street Use will review your request in the order received
- Upon reviewing details and confirming information, Street Use may need to contact you for further details
- Street Use will follow up with you on the results of your inquiry via email
- Due to billing cycles, please allow 60 days for processing refunds or credits
- If you have questions about this process, email SDOTPermits@seattle.gov and always include your permit # in the subject line