



Community Development

## Coos County Community Development

Mailing Address: 250 N. Baxter, Coquille, Oregon

Building Codes Department – (541) 266-1098 - 1155 S 5th St., Coos Bay OR 97420

Planning Department – (541) 396-7770 – 60 E. Second St., Coquille OR 97423

[www.co.coos.or.us](http://www.co.coos.or.us)

TDD (800) 735-2900

### REFUNDS

When a refund is requested, a refund request form must be submitted.

The refund policy is as follows:

- Request must be received within 30 days of permit/application submittal;
- Request must be made by original payor;
- Final refund amount must be more than \$10.00; **No refunds will be issued for \$10 or less;**
- All refunds will be subject to a \$37.50 processing fee and/or staff time spent on the permit/application. This amount is based on the hourly rate for the department.
  - Staff time spent can include but not limited to:
    - permit/application set up/intake, reviewing permit/application, correspondence with applicant(s)/property owner(s), plan review, inspections, etc.
- Planning Department hourly rate is \$160.00; Building Department hourly rate is \$150.00
- Local Community Development surcharge will not be refunded.

Name of payer: \_\_\_\_\_

Address of payer: \_\_\_\_\_

Last 4 numbers of card used/check number: \_\_\_\_\_

Permit number: \_\_\_\_\_

Customer name: \_\_\_\_\_

Date of charge: \_\_\_\_\_

Amount of charge: \_\_\_\_\_

Reason why the refund is requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Payer acknowledges acceptance of refund policy

Payor Signature: \_\_\_\_\_

Date: \_\_\_\_\_