

Full Service Center 827 7th Street, Room 102 Sacramento, CA 95814 <i>M-F 8:30am - 4:30pm</i>	East Area Service Center 5229 Hazel Avenue, Suite B Fair Oaks, CA 95628 <i>M-Tu. 9:00am - 4:00pm</i>
Bradshaw Center 9700 Goethe Road, Suite A Sacramento, CA 95827 <i>M-F 8:30am - 4:30pm</i>	North Area Service Center 3331 Peacekeeper Wy., Suite 100 McClellan, CA 95652 <i>W-Th. 9:00am - 4:00pm</i>

Reason for Refund

Please select one of the following reasons for requesting this refund. Insert the applicable number in the ‘Reason’ box on page 1 of this form.

1. **“Project location not in the County jurisdiction”**. Example: Permit/case was created on property not within the jurisdiction of Sacramento County Building Department.
2. **“Applicant canceled the permit”**. Example: Applicant decides not to move forward with the project for which permit or case number was issued.
3. **“Building department does not approve the scope of work/permit following plan review”**. Example: Upon review of the plans submitted after the creation of the case the County will not approve the project.
4. **“Duplicate Payment”**. Example: Applicant inadvertently paid more than once for the same permit or case.
5. **“Overpayment due to County Error”**. The County over charged the Applicant.
6. **“Case/Permit created on wrong parcel”**. Example: The permit or case was created on the incorrect parcel.
7. **“Violation case on property, the applicant decides to revert back to original construction”** Example: The violation was because a garage had been converted to living space, bedroom, living room, etc. without a building permit. The applicant decides, after submitting the plans that reflect the actual use of the space, to convert the unpermitted habituated space back to a garage.
8. **“Utility Connection Deposit”** Per the ordinance this fee is set at \$5,000 and is collected to ensure that the work covered under the permit will be completed. Example: The applicant has placed a surety bond as an assurance to complete permitted work and has subsequently satisfactorily completed the work stipulated under the permit. This is a request for a refund of the bond.