



Community Development Department Permit Fees Refund Request

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

Completed refund request forms may be submitted via email at communitydevelopment@toaks.org.

Permit number(s): _____

Project Address _____ City, State _____ ZIP _____

Permit type(s): ☐ Building ☐ Plumbing ☐ Electrical ☐ Mechanical Refund request date: _____

Payee Name (*refund to be made payable to*) _____ Name on receipt (*if different than refund payee*) _____

Address _____ City, State _____ ZIP _____

Phone Number _____ Email _____

Justification for refund request: _____

Payment Date: _____ Receipt Number: _____
(*Copy of the original receipt(s) required*)

Method of Payment: ☐ Check ☐ Credit Card ☐ Cash

PROPERTY OWNER:

I acknowledge that the refund will be made payable to the entity/person listed as the payee above. I understand that not all fees are refundable.

Name: _____

Signature: _____

Date: _____

PAYEE:

I acknowledge that the refund will be made payable to the entity/person listed as the payee above. I understand that not all fees are refundable.

Name: _____

Signature: _____

Date: _____

All signatures are required for processing.

Per TOMC, issuance fee or fees for services rendered are retained at 100%.

Remaining fees retained at 10%. Refund amount will be determined by the City.

Permits issued in error (i.e., outside City limits) are fully refundable.

Permit number(s): _____

For Office Use Only

Approved: ☐ Yes ☐ No

Refund Amount \$ _____

Building Official or Designee _____

Date _____

Comments: _____

Type	Perm#	Perm#	Perm#
Plan Check (001-6110-422.21-01):			
PC (B)			
Green Building Plan Check Fee			
Building Permit (001-6110-422.01-01):			
Building Permit Fees			
Issuance Fees			
Plan Maintenance Fee			
A Technology Fee			
Demolition			
Green Building			
Plumbing Permit (001-6110-422.01-02):			
Plumbing Permit Fees			
Plan Check - PC (P)			
Electrical Permit (001-6110-422.01-03):			
Electrical Permit Fees			
Plan Check- PC (E)			
Mechanical Permit (001-6110-422.01-04):			
Mechanical Permit Fees			
Plan Check- PC (M)			
SMIP (851-0000-205.20-00)			
STATE BSC FEE Building Standards – State (001-0000-205.21-00)			
Misc. _____ (001-6310-422.12-00)			
Disabled Access – Plan Check (001-6110-422.21-03)			
Disabled Access – Inspection (001-6110-422.01-05)			
State Energy Regulations (001-6110-422.21-02)			
Residential Resale - Report <i>OR</i> Open Permit Reinspect (001-6110-447.75-00)			
Other: _____ (a/c# _____)			
TOTAL REFUND:			