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DEVELOPMENT SERVICES

BUILDING • FIRE • PLANNING • PUBLIC WORKS

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Permit Cancellation & Refund Request

Building Services

Submit this completed form in person at City Hall or by email to PermitTechnicians@kirklandwa.gov

NOTE: Attach any documents that may be helpful in processing this request. Refunds may take up to 4 weeks to process. Refunds are subject to the Kirkland Municipal Code (KMC) 21.74.025.

DETAILS OF REQUEST

What are you requesting? Choose one:

◯ Cancellation of a permit along with a refund calculated in accordance with KMC 21.74.025 Table 1.

◯ Monetary refund only, without any status change to the permit (for example, overpayment of fees).

Specify the relevant site address: _____

Specify the relevant permit number: _____

(Examples: BSF16-02134, MNR15-54312)

Explain the circumstances or details of why this request is being made:

REFUND INFORMATION

Enter the name of the person or company that is to receive the refund:

IMPORTANT: The recipient of the refund must be the same person or company that paid the invoice. If the names do not match, the refund cannot be issued.

- If the payment was made through MyBuildingPermit.com, you must enter the *exact* name or company shown on the payment receipt.
- If the invoice was created and paid at City Hall, you must enter the *exact* name or company shown on the invoice.

Provide the full mailing address of where the refund is to be sent:

For Office Use Only: Invoice # _____ Receipt # _____