



Community Development

Coos County Community Development

Mailing Address: 250 N. Baxter, Coquille, Oregon

Building Department – (541) 266-1098 – 60 E Second St., Coquille, OR 97423

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

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 \$40 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 \$160.00
- 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: _____

REFUND POLICY

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

The refund policy is as follows:

- Each refund request will need research and there is no guarantee of a refund;
- 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 \$40 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 \$160.00.
- Community Development surcharge will not be refunded.