



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health

615 W Alder Street - 415 N. 6th Street - Shelton, WA 98584

STAFF USE ONLY

Date Received: _____

Received By: _____

Request for Refund

Name: _____

Permit #: _____

Mailing Address: _____

Phone #: _____

City: _____ State: _____ Zip: _____

Email: _____

Receipt #: _____

Reason for refund request:

Signature of Applicant: _____

Date: _____

STAFF USE ONLY

Reviewed By (*initials*): Building Staff _____ Planning Staff _____ EH Staff _____

Comments: _____

Manager Approval: _____ Date: _____

Manager Approval: _____ Date: _____

Approved

Denied

Refund Amount: _____

Mason County Community Services Refund Policy

The Mason County Community Services Director, or their designee, may authorize a refund of fees collected by the department. Fees will be refunded according to the following guidelines:

All permit fees may be refunded for amounts up to 80% of fees collected, with the remaining 20% withheld for administrative costs. Final amount will depend on permit status and amount of staff time spent on project review. Approved refund percentages may vary across multiple fees collected. If the payment for a service or permit was caused by an error of county staff, a 100% refund shall be made. If a permit was issued based upon the collection of fees being refunded, the permit may be canceled at time of processing this application. Refund requests must be made prior to the expiration of the permit or application.