



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901
(831) 758-7251 • (831) 758-7938 (Fax) • www.ci.salinas.ca.us

Refunds

The Permit Center issues refunds in a limited number of cases pursuant to CBC Section 109.6. For the refund, the request shall be in writing and meet the following requirements. Approved refunds will be processed through the City of Salinas Finance Department and will be issued to the person/business that made the original payment. Refunds for all other departments or agencies (MRWPCA, Schools, Health Dept. or MBARD) will be considered based upon their own procedures. The applicant must contact such departments or agencies directly for more information on refunds.

Permit Application: If a permit application has been received, but there have been no reviews, 100% of the plan check fee may be refunded. If any reviews have occurred, a refund will not be issued. A letter shall be submitted requesting the refund and include a statement acknowledging that the applied permit will be cancelled and no further work will proceed.

Issued Permits: Within the first 180 days after permit issuance, 80% of the permit fee may be refunded as long as no work nor inspections have occurred.

Temporary Occupancy: A portion of the temporary occupancy fee may be refunded, based upon the current fee and charge report. The refund must be requested after the final inspection has passed.

Erroneous Fees: If it is found that a fee was collected erroneously, a full refund of that fee will be processed.