



City of San Mateo
 Building Division
 330 W 20th Ave
 San Mateo, CA 94403
 650-522-7172
www.cityofsanmateo.org

Building Fee Permit Request Form

Revised 10/25/2019

PERMIT INFORMATION:

PROJECT ADDRESS:		DATE:	
BUILDING PERMIT #:		DATE PERMIT ISSUED:	
APN:			

APPLICANT INFORMATION:

COMPANY NAME:		PHONE1:	
APPLICANT NAME:		EMAIL:	
ADDRESS:			
CITY / STATE / ZIP:			

REASON FOR REFUND:

NOTE: Refund request must be received by the Building Division no later than 180 days after the permit issuance date.

THIS PORTION TO BE FILLED OUT BY BUILDING DIVISION PERSONNEL ONLY

APPROVED BY:		DATE:	
PROCESSED BY:		EDEN DOC #:	

CITY OF SAN MATEO :: BUILDING DIVISION

VENDOR #:		REFUND AMOUNT:	
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STAFF VERIFICATION CHECK LIST:

- Verify applicant is the same as on permit application form.
- Check identity of applicant -- driver's license or equal and provide the # _____.
- Verify payment with canceled check and/or receipt from the City.
- Verify from the Finance Department that check has not been returned for insufficient funds.
- Research street file to verify that requested refund is not a duplicate.
- Entered notes into Energov under the Building Permit, including by whom (initials ok), and pertinent information, including status.