



**City of Fernley
Building Department**

Telephone: 775-784-9900

**Shawn Keating CBO
Building Official**

Building Permits
Building Plan Review
Construction Inspections
Disaster Assessment
Code Enforcement

CLAIM FOR REFUND OF FEES

DATE OF REQUEST		
APPLICANT NAME		
REQUESTOR'S NAME (If different than applicant)		
REFUND AVAILABLE TO BE PAYABLE TO		
MAILING ADDRESS		
CITY	STATE	ZIP CODE
RETURN OF CASH BOND? (Y/N)	APPLICATION/PERMIT NUMBER	
REASON FOR CLAIMING A REFUND:	APPLICANTS SIGNATURE:	
	CONTACT PHONE NUMBER (Include Area Code):	
	Original forms must be submitted – no fax copies will be accepted.	

AREA BELOW FOR DEPARTMENTAL USE ONLY

(Refund of Cash Bond requires 2 signature approvals)

I certify this demand amount is due the claimant.

Approved by:

I certify this demand amount is due the claimant.

Approved by:

SIGNATURE

SIGNATURE

TITLE

TITLE

DATE

DATE

ITEMIZED AMOUNTS FOR REFUND

ITEM	AMOUNT PAID	% ELIGIBLE FOR REFUND	REFUND AMOUNT
TOTAL AMOUNT OF REFUND			