

**City of Scottsdale
One Stop Shop
1 Civic Center
7447 East Indian School Rd
Suite 100
Scottsdale, AZ 85251**



**Contact Information :
Phone (480)-312-2500
Fax (480)-312-9200
Email:
FaxPermits@ScottsdaleAZ.gov**

Refund Request Requirements Checklist

Please submit the following items when requesting a refund on fees paid for at the Development Services Department at the City of Scottsdale: (For Temporary electric or C of O deposit refunds please call Inspection Services @ 480-312-5750)

1. Copy of the cash register receipt issued from the City of Scottsdale. If you obtained a permit online with a credit card please submit a copy of the email permit confirmation letter.
2. Copy of the paperwork associated with the cash register receipt showing the fees that were paid for. (Building plan reviews & permits cancelled at the clients request will only receive an 80% refund if the request occurs not later than 180 days from the original payment date or before any inspections occur on permits and prior to any reviews on a plan per the refund policy established by the City of Scottsdale Building Official.)
3. A letter requesting the refund and the detailed reasons the fees should be refunded (Name Address and phone# of the person or company requesting the refund must be included on the letter)
4. If fees are paid by cash or check and a company or person other than the name listed on the receipt as payer is to receive the refund, then the payer of record must submit an authorization letter stating the name and address of the person or company that the refund should be mailed to. Fees paid by credit card must be refunded back to the credit card account number it was charged to, per the City's financial agreement with the credit card companies.
5. If the refund is for a temporary deposit on a construction flow meter for trench settling then the request for a refund must be accompanied by a copy of the final bill from Utility Billing showing a closed account with no balance due. This can be obtained by calling Customer Service at 480-312-2461.

ALL OF THE ITEMS ABOVE ARE REQUIRED BY OUR ACCOUNTS PAYABLE DEPARTMENT. REFUNDS CANNOT BE PROCESSED WITHOUT THEM.