



TOWN OF
SAN ANSELMO
EST. 1907

Building and Public Works Department
525 San Anselmo Avenue, San Anselmo, California 94960
Tel. (415) 258-4616 Email: permits@townofsananselmo.org

REQUEST FOR REFUND

Complete the information below:

Original Receipt No.: _____ Date of Receipt: _____

Name on Receipt: _____

Address to where refund is to be sent:

Amount of Receipt: _____ Refund Amount: _____

Address to which it pertains: _____

Reason for request: _____

Refund Account No.: _____

Refund requested by: _____

Permit finalized: _____ Date _____

Finance Manager: _____ Date _____

Date: _____ Approved by: _____