



Permit Cancellation and Refund Request

PROPERTY MAINTENANCE and DEVELOPMENT SERVICES DEPARTMENT

- Requests for permit refunds must be made within one (1) year of the date of issuance.
- Application and plan review fees are non-refundable.
- A \$25 processing fee shall be applied to all refund requests.
- If any inspections have been made prior to the cancellation of a permit, a minimum of \$25 per inspection shall be deducted from the amount of the refund.
- Refunds are made to permit applicants. If a refund is being requested by another person, the original applicant must provide a signed and notarized document indicating that the refund may be issued to someone else.
- Refunds are processed after fifteen (15) business days have passed since the original payment was made.
- Please allow fifteen (15) business days for processing. Your check will be mailed to you.

REFUND REQUEST

Application made for: Permit Cancellation Refund

Site Address: _____ Permit #: _____

Reason for Cancellation/Refund: _____

PERMIT APPLICANT INFORMATION

PERMIT APPLICANT NAME: _____

CONTACT NAME (if different from Applicant): _____

ADDRESS: _____ CITY STATE ZIP CODE

PHONE #: _____ E-MAIL: _____

SIGNATURE: _____ DATE: _____

PROPERTY OWNER INFORMATION

Property Owner Name: _____ Phone #: _____

FOR OFFICE USE ONLY:

Refund Approved Refund Denied _____

Inspections Performed? No Yes Inspection Fee(s) to deduct: \$ _____

Reviewed by: _____ Date: _____

Permit Fee: \$ _____
Less Inspection Fees: \$ _____
Less Processing Fee: \$ 25.00
REFUND AMOUNT: \$ _____

| | |
|-----------------|--------------------|
| Receipt # _____ | Receipt Date _____ |
| Batch No: _____ | CD # _____ |
| By: _____ | Date: _____ |