



Request or Building Permit Refund or Withdrawal

The Building Official shall not authorize the refunding of any fee paid except upon written request by the original permit applicant.

The Building Official may authorize the refunding of not more than eighty percent (80%) of the paid application or permit fee when this request is received before any construction, inspection, or plan review has been initiated or completed.

Refunds shall only be issued within 180 days from the date of original fee payment.

Form with fields: Job Address, Permit #, Date Fees Paid, Owner, Scope of Work

I, _____ request a (circle one the applies) REFUND / WITHDRAWAL for the permit associated with the above referenced address.

As of the date of this request, no construction covered under this permit has commenced _____ (please initial here).

The reason for this request is: _____

Signature: _____ Date: _____
Please note: the signature above shall be from the original permittee who obtained this permit

----- Office Use Only -----

Form with fields: Request Approved By, Request Denied By, Amount of Refund, Date, Explain How Refund was Determined/ Notes

Future Unlimited