



**PLANNING & INSPECTIONS DEPARTMENT  
REFUND REQUEST FORM**

<b>Date</b>	<b>Permit Number</b>
<b>Job Address (Permit Address)</b>	
<b>Business Name (DBA)</b>	
<b>Applicant Name</b>	<b>Applicant's Phone Number</b>
<b>E-Mail Address</b>	
<b>Mailing Address City, State &amp; Zip code (Refund will be send to this address)</b>	
<b>Amount of Refund (Technology/Credit Card fees are not refundable)</b>	
<b>REASON FOR REQUEST:</b>	
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_____	
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**\*\*\*PLEASE NOTE: Effective September 1, 2024, All refund requests are subject to a \$50 administrative fee. Building permit cancellations with plan review are subject to 30% of the permit fee plus a \$50 administrative fee. Technology fee and Credit Card fee are not refundable\*\*\*  
This is an accordance to Title 18.02.106.10 and FY25 Schedule C**

**SIGNATURE OF RECIPIENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE, TO BE COMPLETED BY BUILDING PERMITS AND INSPECTIONS DEPARTMENT**

**For Office Use only:**

ADMINISTRATIVE FEE: \_\_\_\_\_

REFUND AMOUNT: \_\_\_\_\_