



REQUEST FOR PERMIT REFUND

REFUND POLICY

(Refunds are made to the individual/company that made the original payment.)

Refunds on building, plumbing, mechanical and electrical permits or plan reviews may be granted if no inspections or plan reviews have been conducted. Requests for refunds must be submitted no later than 180 days after payment of the fee to be granted. Refunds are for 80 percent of the fee paid (the City retains an administrative cost of 20 percent of the fee or \$100, whichever is less).

Note: Fees paid for System Development Charges and Taxes (i.e., Sewer, Water, Storm, Transportation, Park, School, Metro) are not refundable but remain as a credit with the property.

Job Address: _____

Date of Written Request: _____ Permit No: _____

Project Description: _____

Reason for Refund: _____

Contractor: _____ Owner/Auth. Agent: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Phone No.: _____ Phone No.: _____

Signature: _____ Signature: _____

>>FOR ACCOUNTING PURPOSES ONLY<<

Refund: 80% 100%

Refund Processed by: _____ Date: _____

Refund Approved by: _____ Date: _____