



City of San Antonio
 Development Services Department
 1901 S. Alamo
 San Antonio, TX 78204

Telephone: (210) 207-1111
 Fax: (210) 207-0102
www.sanantonio.gov/dsd

REQUEST FOR REFUND

A/P Number:			
Permit Address:			
Date of Request:			
Type of Refund (circle appropriate)	Escrow	Credit Card Credit Card Receipt OR Credit Card Statement Required	Cash/Check Receipt required OR Cancelled Check
Reason for Refund:			
<p>PLEASE NOTE: A \$50 administration fee will be assessed. Refund forms must be completed and signed by customer. Refunds will not be issued if work was performed under the permit and /or if permit was issued over 30 days for trade permits and 90 days for building permits.</p> <p style="background-color: yellow;">***Effective January 1, 2013 all refund request will require a copy of the paid receipt.***</p>			
Company Name:			
Contractor ID:			
Mailing Address where check should be mailed to:			
Phone Number:	Email address:		
Print Name: (Must be an owner of the permit, authorized agent or License holder)			
Signature: (Must be authorized)			

<u>For Office Use Only:</u>	
Trade Permit Issued within 30 days:	Yes _____ No _____
Building Permit Issued within 90days:	Yes _____ No _____
Inspections performed on A/P:	Yes _____ No _____
Accepted by: _____	Date: _____