



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
 P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



Customer Request for Refund

PLEASE NOTE: A \$50 refund 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.

Effective January 1, 2013 all refund request will require a copy of the paid receipt.

A/P or Permit #

Permit Address

Date of request

Type of Refund (Please check one)

- Escrow
 Credit Card

 (Credit Card Receipt

 OR Credit Card

 Statement Required)
 Cash/Check

 (Receipt required OR

 Cancelled Check)

Reason for Refund

Company Name

Contractor ID

Mailing Address

(Where check
should be mailed to)

City		St		ZIP	
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Phone Number

	Email	
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Print Name

(Must be an owner of the permit, authorized agent or License holder)

Signature

(Must be authorized)

For Office Use Only

- Trade Permit Issued w/in 30 days? YES NO
- Building Permit Issue w/in 90 days? YES NO
- Inspections performed on A/P? YES NO

Accepted By