



## 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 |  |
|------|--|----|--|-----|--|

Phone Number

|  |       |  |
|--|-------|--|
|  | Email |  |
|--|-------|--|

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