



Permit Application Center

**Cancellation/Refund Request Form**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Please check one:  Owner       Contractor      (Contractor's title): \_\_\_\_\_

List permit numbers:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Project address: \_\_\_\_\_

Work description: \_\_\_\_\_

Type of request:  Cancellation       Refund       Cancellation & refund

Reason for request (check all that apply):

- Change of contractor/owner
- Contractor no longer on job
- Technician error
- Contractor error
- Other: \_\_\_\_\_
- Overcharge for permit
- Change of original estimated cost of construction
- Owner error

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**FOR COUNTY USE ONLY**

Refund calculations:

Total paid for permit: \_\_\_\_\_

Total refund for permit: \_\_\_\_\_

GL account: \_\_\_\_\_ Tracking No: \_\_\_\_\_