



Permit Services

Cancellation / Refund / Extension Request Form

Customer & Technical Support Center
Fairfax County Land Development Services
Phone: 703-222-0801, TTY 711



Please email completed form to LDSBuildingPermits@fairfaxcounty.gov

REQUESTOR INFORMATION

Requestor Name: _____

Phone Number: _____ Email: _____

PROJECT INFORMATION

Project Address: _____

Permit Number/Record Number:

1. _____ 2. _____
3. _____ 4. _____

REQUEST INFORMATION

Complete all sections that apply:

Permit Cancellation Request

Reason for Request (check all that apply):

☐ Change of contractor / owner ☐ Contractor no longer on job ☐ Duplicate: _____
☐ Project cancelled ☐ Applied in error ☐ Other: _____

Refund Request

Payment submitted by: ☐ Homeowner/Tenant ☐ Contractor ☐ Applicant ☐ Other _____

Refund issued to: ☐ Homeowner/Tenant ☐ Contractor ☐ Applicant

(support and address
required if different then
submitted by or other) ☐ Other _____

Reason for Request (check all that apply):

☐ Overcharge ☐ Change of original cost/equipment/sqft ☐ Duplicate permit ☐ Project cancelled
☐ Change of contractor ☐ Other: _____

Extension Request

Anticipated date of next inspection: _____

Reason for delay in inspections: _____

Printed Name: _____ Signature: _____ Date: _____