



Customer & Technical Support Center

Cancellation / Refund / Extension Request Form

Land Development Services

Phone: 703-222-0801, TTY 711

Please email completed form to LDSBuildingPermits@fairfaxcounty.gov

REQUESTOR INFORMATION

Requestor Name: _____ Owner Contractor Engineer Agent
Address: _____
Phone Number: _____ Email: _____

PROJECT INFORMATION

Project Address: _____ Tax Map: _____
Include all that apply: Permit Number/project number/site-related construction plan number
1. _____ 2. _____
3. _____ 4. _____
Job description: _____

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 permit
 Project cancelled Technician error Other: _____

Refund Request

Original payment type: Check Cash Debit / Credit Card

Payment submitted by: Owner Contractor Engineer Agent

Reason for Request (check all that apply):

- Overcharge Change of original estimated cost of construction Duplicate Permit
 Change of contractor Other: _____

Extension Request

Anticipated date of inspection: _____ Building Permit Land Disturbance Permit

Reason: _____

Site-related Construction Plan

Withdraw Reason: _____

Printed Name: _____ Signature: _____ Date: _____

[4/16/2018]