

**Department of Planning
Development Services Center**

**Once filled out, sign in to the ePermitting Portal and click on 'Modify Permit' beside the permit for which you wish to cancel and request a refund. Make sure you attach this form in the Modification request.

REQUEST FOR REFUND/VOID

Date of Request: ____ / ____ / ____

I wish to request a ____ (refund)/____ (void) for the property located
at: _____
(Address of Property)

____ Building Permit No.	_____	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>
____ Electrical Permit No.	_____	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>
____ Mechanical Permit No.	_____	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>
____ Plumbing Permit No.	_____	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>
____ Other	_____		

Reason for Request: _____

Name of person requesting refund/void: _____

Address: _____

City/State/Zip: _____

Phone: _____

To be completed by Building Safety

Void & Refund

Void – **DO NOT PROCESS REFUND**

Comments: _____

(Inspector's Signature)

To be completed by Administrative Technician

\$ _____ Permit Fee

\$ _____ Minus 2% VA surcharge

\$25.00 _____ Minus Handling Fee

\$ _____ TOTAL REFUND DUE

Revenue Account No _____

(Processor's Signature)