

**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____	Commercial____
_____	Electrical Permit No. _____	Residential____	Commercial____
_____	Mechanical Permit No. _____	Residential____	Commercial____
_____	Plumbing Permit No. _____	Residential____	Commercial____
_____	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)