# LETTER REQUESTING REFUND BY PERMIT HOLDER

Permits six (6) months or older and/or with inspection activity are not eligible for refunds.
A refund will be issued for the permit fee and possibly surcharge fees; we cannot refund email/fax fees, addressing fees or plan review fees.

I, _____, hereby request a refund on the following:
Print Name

Permit Holders Name: _____

Type of Permit: _____

Permit Number: _____

Refund Amount: $ _____

**Please attach original documents (permit, invoice, receipt, etc.)**

I am requesting the refund due to the following reason(s): _____

_____

_____

**Contractor requesting refund**: Have you been reimbursed for the permit fees by the property owner or if you're a sub by the contractor? Please circle: Yes or No

Address for refund to be mailed: _____

_____

Sign only in the presence of a Notary: _____
Signature

State of Florida
County of_____

Sworn to, subscribed and acknowledged before me by means of ( ) physical presence or
( ) online notarization, on this _____ day of _____, 20_____
by _____ who ( ) is personally known to me
or ( ) produced identification _____.

_____
Notary Public Signature

(Notary Seal)