

Chief Executive Officer  
Lorraine Cochran-Johnson

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Director  
Juliana A. Njoku

**Refund Request Form**

Person or Company authorized to receive the refund \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Application/Permit # \_\_\_\_\_ Amount you are requesting \$ \_\_\_\_\_  
Please attach receipt

Type of Permit or Description of Fee \_\_\_\_\_

Reason for the request \_\_\_\_\_

\_\_\_\_\_

Permit/Application Address \_\_\_\_\_

Where should we send the refund check? Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Permits over one year old, and/or permits that have had any inspection(s) or work performed are not eligible for refunds. If reviews have been completed, only 50% can be refunded. Technology Fees are non-refundable.**

**Only the person or company listed on the check, credit card, or money order used to pay for the permit or application will be eligible to receive the refund.**

**I do solemnly swear that I am the person, or company representative, lawfully authorized to request and/or receive this refund. I further certify that the above information is truthful and correct.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use:**

☐ Approved ☐ Denied Reason/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved/Denied by \_\_\_\_\_

\_\_\_\_\_