



# Permit Cancellation/ Refund Request



2406 Leopard St. Corpus Christi, TX 78408 | Phone: 361.826.3240 | Fax: 361.826.4375

DATE: \_\_\_\_\_

Check the type of permit that applies:

BUILDING (RES/COM)

MECHANICAL

SOLAR

ELECTRICAL

SIGN

PLUMBING

POOL

## PROJECT INFORMATION

Permit No.: \_\_\_\_\_ Address: \_\_\_\_\_

General Contractor / Company Name

(if applicable): \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

## INFORMATION

Reason for cancellation:

\_\_\_\_\_  
\_\_\_\_\_

Refund Payable To: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

REQUESTOR'S PRINTED NAME

REQUESTOR'S SIGNATURE

**IMPORTANT NOTE:** The building official may authorize refunding of any fee that was erroneously paid or collected due to an error by one or more city employees. This provision shall not be applicable if the error occurred because of incorrect information provided by the applicant.

The refunding of the permit fee stated in the city fee schedule for the permit fee paid, when no work has been done under a permit issued in accordance with this code. If work has been done under the permit, no refund shall be authorized. The administrative fee established by the city fee schedule and the plan review portion of the permit fee is nonrefundable.

We shall not authorize refunding of any fee paid except upon written application filed by the original permittee not later than 60 days after the date of fee payment. We reserve the right to inspect the property before deciding on the refund.

### FOR OFFICE USE ONLY

Refund Approved

Approved By: \_\_\_\_\_

Refund Not Approved

Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### REFUND CALCULATION

Total Permit Fees \_\_\_\_\_

Plan Review Fee (Deduction) \_\_\_\_\_

Administrative Fee (Deduction) \_\_\_\_\_

Non-DSD fees (Refund) \_\_\_\_\_

Refund Subtotal \_\_\_\_\_

Approved Refund Amount \_\_\_\_\_

### Refund for NON-DSD Accounts

Amount: \_\_\_\_\_ Acct: \_\_\_\_\_

Amount: \_\_\_\_\_ Acct: \_\_\_\_\_