

Permit Refund Process

Contractor requesting refund:

If the person requesting the refund is the contractor, they will need to submit a refund letter. It is required to be submitted on the contractor's company letterhead (the contractor of which the permit belongs to) and their signature. If the company does not have a company letterhead, then a scanned copy of a business card is acceptable and the refund letter may be typed on the document. The refund letter should include the reason for the permit refund, the permit number that is being refunded. If it is a duplicate permit, please list the permit number that you are working under.

Homeowner requesting refund:

If the person requesting the refund is the homeowner, they will need to submit a refund letter with their name, address, phone number, and signature. The refund letter should include the reason for the permit refund, the permit number that is being refunded. If it is a duplicate permit, please list the permit number that you are working under.

The refund letter can be mailed, faxed, emailed, or hand delivered to the office. All refunds are processed once a month, at the beginning of the month. We will have your refund available as soon as possible but most take 3-4 weeks to be approved.

Rebecca Gearren

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Attn: Rebecca Gearren

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