



Department of Inspection and Standards

Jorge O. Elorza, Mayor
Joseph M. Atchue, CBO, Director
Kevin W. Mahoney, Deputy Director

Refund Policy Statement

Date: _____

Joseph M. Atchue, CBO
Director
Department of Inspection & Standards

RE: _____

50% of permit fees may be refunded within 180 days of issuance if no inspections have been done and no work started. Permit shall be cancelled by Permit Holder. Written request is required. Written Request must state:

Permit Number: _____

Date Issued: _____

Reason for Cancellation: _____

Permit Fee: \$ _____ 50% of permit fee \$ _____ due back to Permit Holder.

Signature: _____

Refund Approved by: _____