



****PLEASE NOTE THAT DEPOSIT REFUNDS MAY TAKE 60-90 DAYS TO PROCESS****

FIXED FEE PERMIT REFUNDS REQUIRE DEPARTMENT APPROVAL

PAYEE INFORMATION

PAYEE NAME

PERMIT NUMBER

PROJECT NAME

PROJECT ADDRESS

PAYEE ADDRESS

CITY

STATE

ZIP

PAYEE SIGNATURE

DATE

HOLD CHECK FOR PICK-UP AT CITY HALL

MAIL CHECK TO THE PAYEE ADDRESS ABOVE

REASON FOR REFUND REQUEST

Four horizontal lines for providing the reason for the refund request.