



REQUEST FOR REIMBURSEMENT

INTRODUCTION:

As per ISD Fees Schedule adopted July 1, 2018, the following applies:

I.2. A filing fee equal to **35%** of the total permit fee must be paid at the time of permit application filing. The filing fee is included in the total permit fee specified in this ordinance. The filing fee amount shall not be refunded if no permit is issued.

I.M & II.D.19. In case of abandonment or withdrawal of any permit or application, sixty five (**65%**) percent of the fee shall be refunded to the applicant, provided that he makes a written request before the work is commenced. If work has commenced, the applicant may return the permit with a written request for cancellation and a prorated refund of the fee shall be made based on the remaining uncompleted work; provided further that such request is made within six (6) months after the date the permit is issued.

Permit Information

Permit Holder: _____

Permit Number: _____ Date Issued: _____

Please state briefly why the refund is requested: _____

_____ Attach another sheet if you need more room

Disclaimer

I hereby certify that I fully understand the introduction stated above, that I have the authority to make the foregoing request, and that the information provided is correct.

Applicant Name: _____ Date: _____

ID Type: _____ Make Check payable to: _____

Address: _____ Email: _____

Contact number: _____ Signature: _____

Processing Permit Specialist: _____ Date: _____

For Office use Only

Please **re-print and attach** all receipts associated to this permit.

Permit Number	Status	Total fees

Refund requested prior to issuance Yes No

Total Fees	Minus 35% filing fees	Refund amount

Refund requested after issuance and work did not commence Yes No

Total Fees	Minus 35%	Refund amount

Refund requested after work has started Yes No (Inspections scheduled)

Total Fees	Minus 35%	Deductions from this amount			
(minus)					
code	Description	Status	Date	%	Fees Calculation

Manager's Approval

Signature	Date	Refund Amount