

Information on PERMIT CANCELLATIONS AND REFUNDS

- Permit Cancellation and Refund applications are available on-line and in the Building & Safety hallway.
- Requests for permit refunds must be made within one (1) year of the date the permit was issued.
- There is a non-refundable \$25 processing fee for all building permits.
- There is a non-refundable \$15 processing fee for all other permits.
- If any inspections have been made prior to the cancellation of the permit, an amount equal to the hourly rate for such inspection(s) shall also be deducted from the refund amount.
- Permit Cancellation and Refund applications may be mailed in or dropped off at the Building & Safety Department Drop Box located in the Building & Safety hallway.
- A copy of your receipt or a copy of your permit **must** accompany your application.
- If your application is **approved**, you will be mailed a refund check and your permit application will be cancelled.
- If your application is **denied**, you will be notified with a reason for denial.
- Please allow 4-6 weeks for processing.

Date/Time Received: _____



**CITY OF DEARBORN
BUILDING & SAFETY DEPARTMENT
4500 MAPLE . DEARBORN, MI 48126
313/943-2150**

PERMIT CANCELLATION AND REFUND APPLICATION

Permit Cancellation

Permit Refund

PERMIT APPLICANT NAME:
PERMIT #:
PERMIT TYPE:
JOB SITE ADDRESS:
REASON FOR CANCELLATION/REFUND:
CONTACT PERSON:
PHONE NUMBER:
MAIL REFUND TO:
SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:

(1) REFUND APPROVED PERMIT FEE: \$ _____
 LESS NON-REFUNDABLE PROCESSING FEE: \$ _____
 LESS INSPECTION FEES: \$ _____
 REFUND AMOUNT: \$ _____

DENIED
Reason for denial: _____

Chief Building Inspector _____ Date _____

(2) Permit Counter: Application cancelled in system Yes No
 Name _____ Date _____

(3) Administration: Forwarded to Finance on (date) _____ Name _____