

BUILDING PERMIT REFUND REQUEST



Hillsborough County
Building Services, 19th Floor
P.O. Box 1110
Tampa, FL 33601

Written refund requests must be submitted within **60 days** of permit issuance and construction must not have commenced for applicant to receive a refund of 50% of the original permit fees (not including radon and landscaping fees, which are non-refundable). **No refund will be issued unless the amount to be refunded is \$100 or more, with the exception of clerical errors resulting in overpayment, which will be eligible for a refund of 100% of the overpayment amount if the written request is made within one year from the date of the overpayment occurrence.** Please contact Linda Prophet at 813-307-4578 if you have questions concerning permit refunds.

If you are requesting refund of impact fees, please send your request to the Manager, Impact Fee Program, P.O. Box 1110, 20th Floor, Tampa, FL 33601-1110 (Phone 813-276-8305).

A copy of the receipt (plus credit card receipt if paid by credit card, copy of check/money order if paid by cashiers check or money order, or copy of canceled check if paid by personal or business check) must be attached to this form to receive a refund. The refund will only be issued to the business or person that issued the original check (or the authorized user named on the credit card).

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Name of Business or Individual Account on which Check was Drawn or Authorized Credit Card User:

Business Address _____

City _____ State _____ ZIP _____

Business Phone _____

Reason for requesting the refund: _____

Permit Number _____ Receipt Number _____

Examination Fee _____ License Fee _____

Signature of Applicant _____ Date _____

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Index Code/Subobject: _____ Amount: _____

Document Number: _____ Total Refund: _____

Section Manager Approval: _____ Date: _____

Department Director Approval: _____ Date: _____