



Permit Withdrawal & Refund Request

(Only the Property Owner or Contractor of Record may request a permit to be withdrawn)

This form must be submitted in person or via email to: econnect@leegov.com

Permit/Case #: _____

Address: _____

CONTRACTOR INFORMATION	OWNER(S) INFORMATION
Company & Contractor Name:	Property Owner(s) Name:
License #:	
Address:	Address:
City, State & Zip:	City, State & Zip:
Phone:	Phone:
Email:	Email:

Reason for Withdrawal (select one of the following):

- No work was done: (verification by Code Enforcement may be required)
- Applied for the wrong: Permit type Jurisdiction Address/Strap Number
- Work was completed under Permit/Case #: _____
- Duplicate Permit Applied for
- Other (please explain): _____

REFUND POLICY: (ALLOW 4-6 WEEKS TO PROCESS)

- No refund on permits of \$50 or less, unless issued in error by the County
- No refund on any permit shall be granted if work has commenced
- Refund on all other permits shall be at 75% of the permit fee
- There shall be no refund on any plan review, zoning review, admin, radon, completion, extension, or revision fee
- Impact Fee refunds are subject to the provisions of Chapter 2 of the LDC

I am also requesting a refund on Permit/Case#: _____

Reason for refund: _____

Printed Name

Signature Authorization*

Date

*Requests submitted by a contractor must be signed by the license holder or authorized signer on file with Lee County.