



## Planning, Zoning & Building Department

501 Bay Isles Road

Longboat Key, Florida 34228

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### BUILDING PERMIT FEE REFUND REQUEST FORM

No refund shall be granted if work has commenced or if permit has become inactive or expired. No refund shall be granted for permits exceeding six months from application/issue date. All refund requests must be accompanied by a validated receipt or cancelled check and a written statement showing the reason for the request along with any other pertinent information. Refund checks will be made out to the person/company/contractor that made the payment on the receipt(s). The Town of Longboat Key reserves the right to retain a portion of the permit fee based on staff time involved.

**Date of Request:** \_\_\_\_\_ **Application/Permit Number:** \_\_\_\_\_

**Permit Application/Issue Date (circle one):** \_\_\_\_\_

**Requestor's Name:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**Payor: Person/Contractor/Company** \_\_\_\_\_

**Remittance address for refund check:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Reason for refund request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

#### *For Office Use Only*

*Date Refund Processed:* \_\_\_\_\_

*Building Official Approval:* \_\_\_\_\_

*Permit Fee Paid:* \_\_\_\_\_

*Amount Retained (if applicable):* \_\_\_\_\_

**TOTAL REFUND:** \_\_\_\_\_

*Date Refund Check Issued:* \_\_\_\_\_

*Check Number:* \_\_\_\_\_