



City of Henderson Development Services Center

Department of Building and Fire Safety, Building Permits Division
240 S. Water Street, Henderson, NV 89015 (702)267-3620

REQUEST FOR PERMIT REFUND

Section 1

Applicant Information.

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Telephone #: _____

CITY USE ONLY

Permit Fee: _____

Refund Amount: _____

Approved By: _____

Section 2

Permit Information.

Permit Type: _____ Permit #: _____ Receipt #: _____

Job Address or APN: _____

Section 3

Refund Information.

Certain portions of the application and permit fees may be refunded if the work is abandoned or discontinued. The person or firm who paid the fee must make a written request to the Building Official within 180 days of the payment of the permit fees, in accordance with 1997 Uniform Administrative Code Section 304.6.

Plan review fees will not be refunded for any application in which the review has already been completed. If the review has not been completed the building official will make a determination of the percentage of work that is complete. The refund will be equal to the percentage of remaining work to be completed, less an administrative fee. The administrative fee will be ten percent of the total application fee or twenty-five dollars, whichever is higher.

The amount of the permit fee refund is based on the number of inspection services that have already taken place and will be determined by city records.

Section 4

I certify that:

- I am the permit applicant or the permit applicant's authorized agent.
- I have read this form and state that all information is correct.

Signature

Print Name

Date