



BFBP-0006  
Rev. 4/15/08

# 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: \_\_\_\_\_

Reason for Requested Refund: \_\_\_\_\_

**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 City of Henderson Building & Fire Safety Administrative Code.

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 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