



City of Detroit
Buildings, Safety Engineering, & Environmental Dept.
Licenses & Permits Division
2 Woodward Ave., Fourth Floor, Room 402, Detroit, MI 48226
(313) 224-3168

APPLICATION FOR REFUND OF PERMIT, LICENSE, & CERTIFICATE FEES
(YOU MUST ATTACH ORIGINAL RECEIPT OR FRONT & BACK COPY OF CANCELLED CHECK)

Note: ALL CANCELLATIONS ARE SUBJECT TO A 25% SERVICE FEE-MAX IS \$100.00
ALL BUILDING PERMITS ARE SUBJECT TO ADDITIONAL 30% ZONING CHARGE.

Date: _____

Applicant's Name: _____

Applicant's Phone/Contact No.: _____

City: _____ State: _____ Zip: _____

Permit/License No.: _____

Fee Paid: _____ Date Issued: _____

For: _____

Location Address: _____

Explain briefly the reason(s) for requesting a refund: _____

Was any work performed: _____

Signature of Applicant: _____

DIVISION REPORT (PLEASE PRINT)

Print name of Investigator: _____

Investigator's Signature: _____

LICENSES & PERMIT DIVISION

Fee Paid \$ _____

Less 25% Service Fee (Max \$100.00) \$ _____

Less 30% Building Permit(Zoning Exp.) \$ _____

Partial Inspection Charge \$ _____

Amount Refunded \$ _____

Remarks: If any inspection was done, an additional fee of \$105.00 will be deducted per inspection.

Approval Signature: _____

Date: _____