



Building & Development Services
Permitting Section
1112 Manatee Ave W 4th Floor
Bradenton, FL 34205
Phone: (941) 748-4501
www.mymanatee.org

BUILDING PERMIT FEE REFUND REQUEST FORM

No refund will be made for any fee, or portion thereof, on any payments equal to or less than \$150.00 unless they result from an error on the part of the County. All refunds will be at 50% of the amount greater than \$150.00, or as determined by the Director or designee. 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).

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DATE OF REQUEST: _____ **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: _____

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For Fiscal Use Only

Date Refund Processed: _____ **Board Approval Required:** yes no

Account Number: _____ **Amount:** _____

Account Number: _____ **Amount:** _____

Account Number: _____ **Amount:** _____

TOTAL REFUND: _____ **Notes put on permit:** yes no

Date Refund Check Issued: _____ **Check Number:** _____