Planning & Development Department

PERMIT ACTION REQUEST

The following action is requested: (Check action item box below)

☐ Cancellation – Request to terminate project and remit payment for any outstanding fees.

☐ Extension – If within 180 days of the permit's expiration date, one free extension of 180 days may be possible.

☐ Refund – A check or credit to the original account will be issued in 4 to 6 weeks.

List all applicable permit tracking numbers: (Example: B200901234)

B_____ B_____ B_____

B_____ B_____ B_____

Reason for request: _____

_____

I, (print / type name) _____ , the authorized agent / owner of the listed permit(s), agree to pay all fees for services rendered prior to finalization for any approved Cancellation or Renewal request.

Notification / Correspondence should be sent to: ☐ Agent ☐ Owner

Name: _____ Phone: _____

Address: _____

Fax : _____ E-mail: _____

Note: If the requestor is not listed in our file, this action will be denied until verification or authority to make such request has been established.

Required
Authorized Signature _____ **Date** _____

SAVE PRINT RESET