

Application for Permit Cancellation or Refund

Department of Planning & Development Review, Bureau of Permits and Inspections 900 East Broad Street, Room 108 Richmond, Virginia 23219

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https://www.rva.gov/planning-development-review/permits-and-inspections

This document will need to be submitted through PDR's shared OneDrive. See link below for instructions: https://www.rva.gov/planning-development-review/one-drive Permit Number: ____ Project Address: Contact Name: Phone Number: Date: Portal Account Email: To Whom It May Concern: I am requesting a cancellation to the above permit due to the following reason(s): \square No If you are requesting a refund, please complete the information below. Name the refund should be issued to: Mailing Address: VUSBC §107.1.2 Refunds. When requested in writing by a permit holder, the locality shall provide a fee refund in the case of the revocation of a permit or the abandonment of discontinuance of a building project. The refund shall not be required to exceed an amount which correlates to work not completed. Refunds can only be issued to payee. BUREAU OF PERMITS AND INSPECTIONS USE ONLY Have inspections been performed on the permit? Yes: Contact the customer. Permit can be cancelled but is not eligible to be refunded. Cancel or give to the manager. ☐ No: Initiate refund process Reviewed by: ☐ Commercial ☐ Residential Check one:

Date Reviewed: