



PERMIT CANCELLATION AND REFUND FEE REQUEST

Routing: **Building** **Zoning** **Engineering**

Request Date:	Permit Issuance Date:
Permit Number or Case Identifier:	
Project Address:	Applicant Address:
Applicant Name:	Phone:
Explanation for Cancellation and Refund:	
Signature:	

An administrative fee is retained for processing the original permit. This fee is equal to **20%** of the original permit fee per Section **26-140 (b)** of the Des Moines Municipal Code. There is no refunding of Street Excavation and Right of Way Permits per Section **102-711**.

OFFICE STAFF ONLY:
Permit or Refund Type:
 BLD / ELE / PLM / MEC / PLN RVW / ACCESSIBILITY / ENERGY / ZON / SGN / BOA / CO / SIDEWALK / APPROACH / ROW / GRADING / OTHER

Type of Permit	Fee	Retained (20%)	Refund	
				Total Refund Due

Approvals:

Inspector:	Date:
Inspection Supervisor:	Date:
Building Official:	Date: