



Rouss City Hall
15 North Cameron Street
Winchester, VA 22601

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PERMIT CANCELLATION/REFUND REQUEST FORM

For refund information, see City Code, Chapter 6, Article II, Division 2, Section 6-27.

Date: _____

Applicant's Address: _____

Phone: _____ Email: _____

Signature: _____

Please check one: Owner Contractor Agent Lessee

List permit number(s):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Project address: _____

Work description: _____

Type of request: Cancellation Refund Cancellation & Refund

Reason for request (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Change of contractor/owner | <input type="checkbox"/> Overpayment for permit |
| <input type="checkbox"/> Contractor no longer on job | <input type="checkbox"/> Change of original estimated cost of construction |
| <input type="checkbox"/> Technician error | <input type="checkbox"/> Owner error |
| <input type="checkbox"/> Contractor error | <input type="checkbox"/> Cancellation of job/work to be performed |
| <input type="checkbox"/> Other: _____ | |

FOR OFFICE USE ONLY

Refund calculations:
Total paid for permit: _____ Base permit fee: _____ 2% Levy fee: _____
Total refund for permit: _____
Account code: _____

"To be a financially sound city providing top quality municipal services while focusing on the customer and engaging our community."