



## REFUND REQUEST FORM

Attach permit receipt. One Refund Request Form per permit/CL. Allow 6 – 8 weeks for refund checks to be processed.  
If the mailing address on this form is different from the address on your permitting portal,  
please email [buildingdivision@centennialco.gov](mailto:buildingdivision@centennialco.gov) to update the address on the portal or the check may be delayed.

**Permit/CL Number:** \_\_\_\_\_ **Permit Address:** \_\_\_\_\_

**Reason for Request:**

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**Duplicate Permit/CL Number:** (if applicable) \_\_\_\_\_

### Requestee Information

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The City may authorize refunding of any fee paid hereunder which was erroneously paid or collected. The City may authorize refunding of not more than 80 percent (80%) of the permit fee paid when no work has been done under a permit issued in accordance with the Code. The City may authorize refunding of not more than 80 percent (80%) of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan review is commenced. The City shall not authorize refunding of any fee paid except on written application filed by the original permittee **not later than 180 days after the date of fee payment.**