



Refund Request Form

*Refund requests must be submitted in writing within **180 days**. Not all requests are eligible for a refund. The following fees are **non-refundable** according to the Adams County Fee Schedule: (1) Plan Review Fee; (2) Zoning Plan Review Fee; and (3) Traffic Impact Fee. Only **80%** of the Building Permit Fee will be refunded if approved. Development Review Application Fees are only eligible for a refund if **no** review has been performed. **No fee less than \$100 will be refunded.** All requests are subject to final approval by the Department Official or Department Director. Once completed, return form to epermitcenter@adcogov.org*

Date of Request:	Record Number:
Date of Payment:	Job Address:
Amount of Payment: \$	
Name/Company:	
Address:	
Phone:	Email:
Reason for Request:	

Office Use Only		
Permit Tech:	Admin. Coordinator:	
Date Received:	Approved:	Amount of Refund:
	Yes No	\$
Permit Cancelled:	Reason for Denial:	
Yes No		
Official/Director Signature:		