



Planning, Zoning & Building Department

501 Bay Isles Road

Longboat Key, Florida 34228

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www.longboatkey.org

BUILDING PERMIT FEE REFUND REQUEST FORM

No refund shall be granted if work has commenced or if permit has become inactive or expired. No refund shall be granted for permits exceeding six months from application/issue date. All refund requests must be accompanied by a validated receipt or cancelled check and a written statement showing the reason for the request along with any other pertinent information. Refund checks will be made out to the person/company/contractor that made the payment on the receipt(s). The Town of Longboat Key reserves the right to retain a portion of the permit fee based on staff time involved.

Date of Request: _____ **Application/Permit Number:** _____

Permit Application/Issue Date (circle one): _____

Requestor's Name: _____

Amount Requested: _____

Payor: Person/Contractor/Company _____

Remittance address for refund check: _____

City: _____ **State:** _____ **Zip Code:** _____

Reason for refund request: _____

For Office Use Only

Date Refund Processed: _____

Building Official Approval: _____

Permit Fee Paid: _____

Amount Retained (if applicable): _____

TOTAL REFUND: _____

Date Refund Check Issued: _____

Check Number: _____