



Department of
CITY PLANNING

OFFICE OF BUILDINGS

55 Trinity Avenue, Suite 3900

Atlanta, Georgia 30303

Tel: 404.330.6150

REQUEST FOR REFUND

PLEASE READ PRIOR TO SUBMITTING REFUND REQUEST

[City of Atlanta Municode, 104.3. - REFUND OF PERMIT FEES.](#)

Within six months from the date of issuance of a permit, a refund request of 50% of the permit fee paid to date, excluding the nonrefundable application fee, may be granted for the following:

- a) When a permit has been issued in error as determined by the director provided no work has commenced on that permit.
- b) When a permit has been issued and the job has been cancelled by the applicant, provided no work has commenced on that permit.

All applications for refunds shall be in writing and shall state the reasons for the request. However, no refund shall be issued for less than \$50.00.

Review and Processing may take up to sixty (60) days.

Date of Request		Permit Number	
Permit Address		Requestor's Name	
		Contact Number	
Mailing Address <small>(If different from permit address)</small>		Email Address	
		Company Name <small>(If Applicable)</small>	

*Requested Refund Amount	
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**Justification for Request:	
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Method of Payment

Credit/Debit Card Cash Check

Requestor's Signature		Date	
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* Amount requested may not be the same amount as amount refunded if approved.

** Office of Buildings may require additional information.

SUBMITTING FORMS

Email completed form to: operations-oob@atlantaga.gov

FOR OFFICE USE ONLY

APPROVED	Name		
Name Signature		Date	
Approval Amount	\$		

DENIED	Name		
Name Signature		Date	
Reason for Denial			