

## Permit Fee Refund Request Form

Please allow 6 to 8 weeks for processing time

Date:	Permit Number:
Property Owner:	Job Address:
Mailing Address:	Apartment/Unit Number:
Telephone Number:	E-Mail Address:
Reason for Refund:	Requested Refund Amount: \$

I am requesting a permit fee refund. I understand and agree to the following criteria which is stated in the Miami Beach Fee Schedule: Minimum permit and upfront fees are not refundable. The City is not responsible for permits pulled in error. It is the Applicant's responsibility to apply for the correct permit type and category. There will be a cancellation fee assessed. Requests must be made in writing not later than 90 days after the permit's issuance. All permit cancellations approved by the Building Official are not eligible for refunds or credits.

**Refund Policy:** All refunds will be made payable to the Property Owner of record. See complete Refund Policy on the next page.

Property Owner's Signature:		Date:
Date Received by Permit Clerk:	Permit Clerk's Name (Print):	
<b>Office Use Only</b>		
Refund Request Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval/Denial Date:	Amount of Refund: \$
Date Reviewed by Building Official / Director:	Building Official / Director Approval's Signature:	
Date Reviewed by Financial Analyst:	Financial Analyst's Name (Print):	Financial Analyst's Signature Indicating refund approval:
Reason for Denial:		

#### ADA Information

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305-604-2489 (voice), 305-673-7524 (fax), or 305-673-7218, (TTY) five (5) days in advance to initiate your request. TYY users may also call 711 (Florida Relay Service).

#### City of Miami Beach Mission

We are committed to providing excellent public service and safety to all who live, work, and play in our vibrant, tropical, historic community.

**Form Name** Permit Fee Refund Request.

**Form Purpose** This form is to be completed if an owner, or designee would like to request a permit fee refund. It shall be submitted to the Building Department's Administration office via email.

**Refund Policy** Below please find the refund policy:

- All refunds will be made payable to the Property Owner of record.
- The City is not responsible for permits pulled in error. It is the Applicant's responsibility to apply for the correct permit type and category for master, standalone permits, sub-permits, revisions, extensions, cancellations, shop drawings, and all available permit types.
- If a permit is applied for an incorrect category and it needs to be recreated after the fees have been paid, a cancellation fee will be deducted from the total refund amount on the requested incorrect permit.
- If plan review has not commenced, the full amount paid less the upfront fee will be refunded.
- If any review took place, but no inspections were performed, a 50% of the building permit fee line item only less the upfront fees will be refunded.
- Additional limitations may apply. Please see the Permit Fee Refund's policies and procedures for more information.
- No refunds shall be made where a permit has become void or revoked.
- Minimum permit fees and upfront fees are not refundable.
- A full refund shall be granted to a permit holder who takes out a permit covering work outside the jurisdictional inspection area.
- Permits under which work has commenced as evidenced by any recorded inspection having been made by the city are not refundable unless the refund is due to an overcharge by the city

**For Assistance** Please contact:

1. Email: [BuildingFin@miamibeachfl.gov](mailto:BuildingFin@miamibeachfl.gov)
2. **Via Telephone:** 305-673-7610
3. **Online:** [Building | City of Miami Beach \(miamibeachfl.gov\)](#)

#### Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.