



Application Fee Cancellation/ Refund Request

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 may only be eligible for a refund if no review has been performed. All requests must be approved by the Department Official or Department Director.

Date:	Record Number:
Reason for Request:	
Type of Request:	Work performed:
Refund Cancellation	Yes No
Name :	Company:
Phone:	Email:
Address:	

Office Use Only			
Date received:		Permit Technician:	
Permit Cancelled:		Inspection/work verified:	
Yes No		Yes No	
Denied Reason:		Approved:	Amount of Refund:
		Yes No	\$
Date of Review by Official /Director:		Official/Director Signature:	
Date of Review by Accounts Payable:		Accounts Payable Signature:	
Voucher No.	Vendor No.	Department No.	Account No.