



CANCELLATION / REFUND REQUEST

Development Services
2406 Leopard, Suite 100
Corpus Christi, TX 78408
(361) 826-3240
(361) 826-4375 (fax)
PermitRequests@cctexas.com

Cancellation of: ___ Permit ___ License ___ Other

TYPE OF APPLICATION OR PERMIT

___ Building ___ Electrical ___ Plumbing ___ Mechanical ___ Taps ___ Beverage License

Did work start on permit Yes ___ No ___

Today's Date _____ Permit # _____ Receipt # _____

If refund is approved, check will be made payable to the **Contractor that pulled the permit:**

Contractor Name on Permit: _____ Phone # _____

Address _____

City/State _____ Zip Code _____ E-Mail _____

Address as Shown on the Permit: _____

Reason for Cancellation or Refund in Detail: _____

Signature of **Contractor** Requesting Refund: _____

Approved by (Office Use) _____ Approved Date (Office Use) _____

The applicant may cancel a permit upon written application anytime within two (2) months of the date of the issuance of a building, electrical, plumbing, or mechanical permit. If no work has been done during the two month after the issuance of the permit, the city shall retain a minimum of \$40.00 to cover the cost of auditing the fee and preparing the request for refund. **If work has already started on the permit you wish to cancel, no refund is allowed.** We reserve the right to inspect the property before deciding on the refund. In all other instances regarding any other fees collected by the Department, other than permit fees, for which a refund is requested due to contract default, lease cancellation, or other similar circumstances, the City shall retain a minimum of \$40.00 to cover the cost of auditing the fees and preparing the request for refund.

Notes: _____
