



DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

BUILDING PERMIT/APPLICATION REFUND REQUEST FORM

- Zoning, Environmental Health, Grading, and Driveway fees are not refundable.
- Impact fees are refunded according to County code on a separate Impact Fee Refund Request form.
- Excise tax is fully refundable, and may be requested on this form.
- Refunds for Building fees are processed according to Frederick County Ordinance 06-17-413:

I. Building Permits, Refunds:

Filing fees are non-refundable and non-transferable. In the case of the discontinuance of a project that has been issued a permit or for which a permit application has been made and, upon cancellation, 50 percent of the fee paid, excluding filing fee and minimum fee may be refunded, provided (1) No construction has occurred, (2) The request for refund is received within one year of the expiration date of the permit. The request must be made on a form provided by the County. Revoked or suspended permits are not eligible for refunds. Refunds for fees other than the building fee, paid in connection to a building permit or application, are not included in this refund policy.

Please provide the following information for us to process your request (one form per A/P):



- 1) Copy of the receipt showing fees paid. All refunds checks are payable to the identity shown on the receipt.
- 2) This form with all requested information completed.

<i>Name of person requesting refund:</i>	<i>Name of company, if applicable:</i>
<i>Application/Permit Number:</i>	<i>Address of property refund is for:</i>
<i>Receipt Number(s):</i>	<i>Subdivision Name and Lot Number:</i>
<i>Signature of person requesting refund:</i>	
<hr/> <i>Date</i> _____	
AGENCY PROCESSING ONLY	
<i>Date Request Received:</i> _____	
<i>Date Processed for Approval:</i> _____	
<i>Date Processed to Accounting:</i> _____	

Refund request bldg fees