



Community Development Department
 701 U.S. Highway 1, Suite 100
 North Palm Beach, Florida 33408
 Telephone: 561-841-3365
<http://www.village-npb.org>

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 North Palm Beach Fee Schedule: Plan review fees are not refundable and a maximum of 50% will be refunded. The Village is not responsible for permits pulled in error. It is the Applicant's responsibility to apply for the correct permit type and category. 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):		
Office Use Only			
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:			

Village of North Palm Beach Mission

North Palm Beach will provide unparalleled amenities and innovative approaches to meeting the needs of our unique community. Services shall be delivered in a fair, respectful, and professional manner. We will protect and enhance our natural resources, provide excellent public safety, and maintain a vibrant physical, social, and economic 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 office via email.
- Refund Policy** Below please find the refund policy:
- All refunds will be made payable to the Property Owner of record.
 - The Village 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 plan review has not commenced, the full amount paid less the upfront plans review fee will be refunded.
 - No refunds shall be made where a permit has become void or revoked.
 - Plan review 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 village are not refundable unless the refund is due to an overcharge by the village.

- For Assistance** Please contact:
1. Email: permittech@village-npb.org
 2. **Via Telephone:** 561-841-3365

Building Department Mission

It is the mission of the Community Development Department to work in partnership with residents and local businesses to promote a more sustainable community, maintain the community's overall appearance and preserve the "small town feeling."