



Okaloosa County Growth Management Department

Building Permit Cancellation and Refund Request Form

I the contractor or authorized agent of the contractor request the cancellation of the following building permit.

Address (if available): _____

Parcel ID: _____

Building Permit No: _____

I am also requesting a partial refund of permit fees per the policy below.

- Yes, please process a refund. This project is within six months of original permit issuance.
- No refund requested. This project is NOT within six months of original permit issuance.

REFUND POLICY:

For building permits within six months of issuance, the Department will refund all fees except for 50% of the base permit fee and any plan review fees or Planning Division review fees.

For building permits exceeding six months of issuance, no refund is granted.

Refund requests must be submitted using the supplied departmental building permit cancellation and refund request form signed by someone on the contractors current Letter of Authorization (LOA).

Refunds will be issued back to the original payment method. Credit card payments will not be refunded by check.

Authorized Agent: _____

Signature of Authorized Agent: _____

Please email to csmith@myokaloosa.com OR cducharme@myokaloosa.com OR lstanley@myokaloosa.com