Application for Permit Cancellation or Refund

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219
Office: (804) 646-4169
https://www.rva.gov/planning-development-review/permits-and-inspections

Please complete this form and email it to PDR.Permits@rva.gov.

Permit Number: _____

Project Address: _____

Contact Name: _____

Phone Number: _____ Date: _____

Portal Account Email: _____

To Whom It May Concern:

I am requesting a cancellation to the above permit due to the following reason(s):

Has any work been completed without having an inspection? ☐ Yes ☐ No

If you are requesting a refund, please complete the information below.

Name the refund should be issued to: _____

Mailing Address: _____

VUSBC §107.1.2 Refunds. When requested in writing by a permit holder, the locality shall provide a fee refund in the case of the revocation of a permit or the abandonment of discontinuance of a building project. The refund shall not be required to exceed an amount which correlates to work not completed. **Refunds can only be issued to payee.**

BUREAU OF PERMITS AND INSPECTIONS USE ONLY

Have inspections been performed on the permit?

☐ Yes: Contact the customer. Permit can be cancelled but is not eligible to be refunded. Cancel or give to the manager.

☐ No: Initiate refund process

Reviewed by: _____ Check one: ☐ Commercial ☐ Residential

Date Reviewed: _____