

Central Permitting Refund Policy and Procedures

Updated: 10/05/2018

General Information:

- No refund shall be issued on permits of less than forty dollars (\$40.00) or where an inspection has been conducted.
- All applications for permit refunds must be received within six months of permit issuance.
- Plan Examination, Site Examination, Technology Fees, and Mobility Admin fees are nonrefundable.
- Fees that are eligible for refund will be subject to 30% retainage for administrative processing.

Refund Letters:

- A signed and notarized letter requesting refund. Letter should be typed and on company letterhead (if applicable).
- Include permit number and address related to permit.
- Letters may be submitted via email to CentralPermittingFiscal@pascocountyfl.net

Supplemental Information/Requirements:

- Copy of receipt related to refund request.
- Original Permit (if issued).
- Refunds paid via Check:
 - Front and back copy of cleared check(s) is required.
 - Check copies may be emailed to CentralPermittingFiscal@pascocountyfl.net
 - Refund will be issued via check. Please allow 6 – 8 weeks from time all required documents are received.
- Refunds paid via Credit Card
 - Credit Card Convenience Fees are non-refundable.
 - Refunds will be returned to your credit card within 3 – 5 days from time all required documents are received.