

Central Permitting Refund Policy and Procedures

Updated: 6/30/2020

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.

Withdraw and Refund

- Email signed and notarized letter requesting permit be withdrawn and refunded to InspectionSchedulers@pascocountyfl.net. Letter should be typed and on company letterhead (if applicable).
- Include permit number and address related to permit.
- Permit withdraws may take up 20 business days to be processed.
- Refunds will not be processed until permit is withdrawn.

Refund Requests not related to Permit Withdraws

- Email signed and notarized letter requesting refunded to CentralPermittingFiscal@pascocountyfl.net. Letter should be typed and on company letterhead (if applicable).
- Include permit number, address related to permit, and reason refund is being requested.

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 5 – 7 days from time all required documents are received.