



CITY OF HARTFORD



DEPARTMENT OF DEVELOPMENT SERVICES
Division of Licenses and Inspections
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MAYOR

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Building and Trades Permit Fee Refund Request (Building Code Section 108.6)

- All refund requests must be submitted to the Building Official in writing. A deduction will be made for any portion of work completed and administrative processing costs. The percentage to be refunded will be determined by the following guidelines; however, the final decision will be made by the Director/Building Official.
- Refund request must be submitted within 30 days of application submission.
- No refund of fees paid \$100.00 or less.
- Refund 100% on same day cancellations before 3pm only.
- Refund 90% if permit is not issued and in review.
- Refund 80% if permit is issued and no work is started; if work has begun the inspector shall determine the percent of work completed and refund will be calculated accordingly.
- Education Fee Refund
 - 100% if permit is not issued
 - No refund if permit is issued

APPLICATION NUMBER	
APPLICANT	
W-9 ON FILE (Y / N)	
FEES PAID	\$
NON REFUNDABLE:	
TOTAL REFUNDED:	\$