



**LUKE A. BRONIN**  
MAYOR

# CITY OF HARTFORD

DEPARTMENT OF DEVELOPMENT SERVICES  
Division of Licenses and Inspections  
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Hartford, Connecticut 06103

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**ELDA SINANI**  
DIRECTOR OF LICENSES &  
INSPECTIONS

## ***Permit Fee Refund Request*** (Building Code Section 108.6)

- All refund requests must be submitted to the Director of Licenses and Inspections in **writing**. In the request, state whether or not work has begun. If it has begun, specify the percentage of work completed. A deduction will be made for any portion of work that has been completed and administrative processing cost.
- The percentage to be refunded will be determined by the following guidelines; however, the final decision will be made by the Director of Licenses and Inspections.
- Provide us with your companies W-9 form. Without this form a refund will not be released.
- An Application Addendum form is also required in order to close/cancel the application/permit.
- Refund request must be submitted within 30 business days of application submission.
- No refund of fees paid \$100.00 or less.
- Refund 100% on same day cancellation 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 Tax Fee Refund
  - 100% if permit is not issued
  - No refund if permit is issued

------(For Office use Only)-----

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