

MEMPHIS AND SHELBY COUNTY  
DIVISION OF PLANNING AND DEVELOPMENT



**REQUEST FOR REFUND**

Record No. \_\_\_\_\_

- Building     Electrical     Mechanical     Plumbing     Demolition  
 Planning     Other

**Bond Refund**

I request a refund in the amount of \$ \_\_\_\_\_ for the bond which was posted for demolition of the building(s) located at \_\_\_\_\_.  
The demolition work has been removed and the property cleaned in accordance with the Building Code. Attached, is bond receipt number \_\_\_\_\_ dated \_\_\_\_\_.

**Application and/or Permit Fee Refund**

I request a refund in accordance with the appropriate code for the fee paid for an application/work to be performed at \_\_\_\_\_.  
Application or work was canceled due to \_\_\_\_\_  
\_\_\_\_\_

**Please forward the refund to:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Phone: Home/Work \_\_\_\_\_  
Federal I.D.# \_\_\_\_\_  
Signature \_\_\_\_\_ Date of Request: \_\_\_\_\_

**INSPECTION:**

Completed By: \_\_\_\_\_ Fee: \$ \_\_\_\_\_  
Date: \_\_\_\_\_ Service Charge: \$ \_\_\_\_\_

**REFUND APPROVED:**

Approved to Refund: \$ \_\_\_\_\_ Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

\*Credit Card fees are non-refundable