

## Permit Fee Refund Request

|                   |                               |
|-------------------|-------------------------------|
| Date              | Permit/Process Number         |
| Property Owner    | Job Address                   |
| Mailing Address   | Apartment/Unit Number         |
| Telephone Number  | E-Mail Address                |
| Reason for Refund | Requested Refund Amount<br>\$ |

I am requesting a permit fee refund. I understand that the following fees are non-refundable according to the City of Miami Beach Fee Schedule: (1) Upfront processing fee; (2) Miami-Dade County Code Compliance fees; and (3) State of Florida fees mandated by statute. I also understand that the refund must be greater than \$100.00 in order to receive a refund. Refund requests must be made in writing within one year of payment. All permit cancellations approved by the Building Official are not eligible for refunds or credits.

Refund Policy: All refunds will be made payable to the Property Owner of record.

|                          |      |
|--------------------------|------|
| Property Owner Signature | Date |
|--------------------------|------|

|                                                                                     |                                                        |                                                               |
|-------------------------------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------|
| Date of Receipt by Permit Clerk                                                     | Permit Clerk Name (Print)                              |                                                               |
| <b>Office Use Only</b>                                                              |                                                        |                                                               |
| Refund Request Approval<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Approval/Denial Date                                   | Amount of Refund<br>\$                                        |
| Date of Review by Building Official / Director                                      | Building Official / Director Approval <b>Signature</b> |                                                               |
| Date of Review by Financial Analyst                                                 | Financial Analyst Name (Print)                         | Financial Analyst <b>Signature</b> Indicating refund approval |
| Reason for Denial                                                                   |                                                        |                                                               |

#### ADA Information

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305.604.2489 (voice), 305.673.7524 (fax) or 305.673.7218 (TTY) five (5) days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

#### City of Miami Beach Mission

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

- Form Name** Permit Fee Refund Request
- Form Purpose** This form is completed if an owner would like to request a permit fee refund.
- Refund Request** No refunds shall be made on requests involving:
1. Permit fees of \$100.00 or less; or
  2. Permits revoked by the building official under authority granted by the Florida Building Code; or
  3. Permits cancelled by court order; or
  4. Permits which have expired; or
  5. Permits under which work has commenced as evidenced by any recorded inspection having been made by the department, unless the refund is due to an overcharge by the city.
  6. On permits that have been reviewed, only fifty percent refunds can be requested.
- Refund Policy** All refunds will be made payable to the Property Owner of records.
- For Assistance** Please contact:
1. **In – person:** Building Department, Miami Beach City Hall,  
1700 Convention Center Drive, 2<sup>nd</sup> FL,  
Miami Beach, Florida 33139
  2. **Via Telephone:** 305-673-7610
  3. **Online:** [www.miamibeachfl.gov](http://www.miamibeachfl.gov)

#### Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.