



DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

REFUND REQUEST FORM FOR PLUMBING PERMITS/APPLICATIONS

Refunds for Plumbing fees are processed according to Frederick County Ordinance 06-17-413:

Plumbing Permits, E., Miscellaneous (1):

Minimum plumbing and gas permit fees are non-refundable. License fees are non-refundable. In the case of an abandonment or discontinuance of a project or a permit, the permit applicant may return the permit or the permit application for cancellation, and upon cancellation, may be refunded, less the minimum fees, provided (1) No plumbing work has occurred and (2) The written request for the refund is received within one year of the expiration date of the permit. All other fees are non-refundable. Revoked, suspended, or invalid permits or licenses are not eligible for refunds.

Please provide the following information for us to process your request (one form per A/P):



- 1) Copy of the receipt showing fees paid. All refunds checks are payable to the identity shown on the receipt.
- 2) The plumbing permit
- 3) This form with all requested information completed.

<i>Name of person requesting refund:</i>	<i>Name of company, if applicable:</i>
<i>Application/Permit Number:</i>	<i>Address of property refund is for:</i>
<i>Receipt Number(s):</i>	<i>Subdivision Name and Lot Number:</i>
<i>Signature of person requesting refund:</i>	
<i>Date</i> _____	
AGENCY PROCESSING ONLY	
<i>Date Request Received:</i> _____	
<i>Date Processed for Approval:</i> _____	
<i>Date Processed to Accounting:</i> _____	

Refund request plm fees