



Building Department Refunds

City of Hendersonville
Building and Codes
615-822-3802

Refunds are only permitted for issued permits within **180 days from original date of issuance**. After the 180 days' time period no refunds will be issued, and the permit will be voided.

Refunds are issued at 80% of the original permit fees. This does not include the \$77.00 permit issuance fee; this fee is non-refundable.

This refund application will need to be completed and show just cause of the refund reason. (i.e. job canceled etc....)

A W9 form shall accompany all request for refunds.

Refunds are processed by the Finance Department and a check will be mailed to the address of the contractor of record.

Date:	Permit #	
Permit Address:		
Contact Person:	Phone:	Email:
Company Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

REASON FOR REQUEST

Revised 09/01/2020

***\$77.00 PERMIT ISSUANCE FEE IS 100% NON-REFUNDABLE**

Office Use Only

Intake by: _____ Date: _____

Refund Approved: Yes No

Amount of Refund is 80% of permit fee. Total refund amount _____

Building & Codes Official Signature: _____

Date submitted to Finance: _____

Receipt # _____

Invoice # _____