



## Construction Permit Refund Checklist

Please include all the completed supporting documents listed below. No refunds can be processed without these completed documents.

All requests shall be made in writing or via email. Specify the circumstance(s) and justification for the refund. Ensure that you have checked all the boxes on the checklist to ensure that your refund is processed timely. Any missing information will delay your refund.

- Letter/Email of Construction Permit Cancellation (see page 3)**
- Reason for Cancellation Letter (include details)**
- Copy of Check (front and back, if paid by check)**
- Credit Card Receipt (see instructions on page 2)**
- District of Columbia Cashier's Payment Receipt (if paid at 1100 4th Street, SW)**
- Tax ID Number or SSN**
- Copy of Permit (if issued)**
- Proof of Cancelled Permit**
- Copy of Paid Invoice**

**Refunds for all construction permits shall be requested in writing (letter/email) and addressed to:**

Department of Consumer and Regulatory Affairs  
c/o Sarah Thigpen or [sarah.thigpen@dc.gov](mailto:sarah.thigpen@dc.gov)  
Permit Operations Division  
1100 4th Street SW, 3rd Floor  
Washington, DC 20024



## Construction Permit Refunds Instructions

The request for refund shall be made within six (6) months from the date of permit issuance, the permit and receipt must be returned to the Permit Service Center with the refund request. Ensure the business Tax ID or Social Security number is included with your documentation. NOTE: An administrative fee of \$36.30 will be deducted from all construction permit refunds.

Please select which form of payment below was used for this refund transaction. Confirmation of payment (Cashier's Receipt) must be enclosed with the request for refund, as listed on the Construction Permit Refund Checklist on page 1.

- If a payment was made by check, enclose a copy of the front and back of the check.
- If a payment was made by credit card, enclose a copy of the credit card receipt and bank statement detailing the cleared transaction or transaction details.
- If a payment was made by cash, enclose a copy of the cashier's payment receipt.

**The following fees shall apply when no work has been done under authority of the permit:**

\$50 per review hour, the cost of any engineering examination time previously devoted to the review/approval of the plans. The fee assessed for the cost of inspection to verify that no work has been done is \$40 per inspection hour, plus a \$36.30 administrative cost of refund.

**The following fees shall apply when work authorized by the permit has been only partially done and when the Department is satisfied that no additional work will be performed under the permit:**

\$50 per review hour, the cost of any engineering examination time previously devoted to the review/approval of the plans. The fee assessed for the cost of inspection to verify that no work has been done is \$40 per inspection hour, plus a \$36.30 administrative cost of refund.

**Telephone status inquiries of refund request(s) shall be made only after all required documents have been submitted to:**

Shannon Spence 202.442.8681 or Elhadji Thiam 202.481.3381.



## Letter of Construction Permit Cancellation

DCRA Permit Center  
1100 4th Street SW, 2nd Floor  
Washington, DC 20024

Date: \_\_\_\_\_

I/We the undersigned legal owner(s)/ tenant(s) of the property located at \_\_\_\_\_  
\_\_\_\_\_ (property address listed on permit application),  
would like to cancel the building permit application for job application number:  
\_\_\_\_\_. I hereby wish to withdraw all pertinent documents  
related to this application. Please return all documents to my authorized agent,  
\_\_\_\_\_ (Authorized Agent's Name), in the event that I am  
unable to retrieve them.

Please update your records to reflect this cancellation and contact me to verify this  
request upon receipt of this letter, if I am not the bearer.

Sincerely,

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(Owner/Tenant)

Phone: \_\_\_\_\_

Email: \_\_\_\_\_