



Burlington Fire Department Office of the City Fire Marshal



132 North Avenue, Burlington, Vermont 05401

Phone (802) 864-5577, Fax (802) 658-7665

www.burlingtonvt.gov/fire , bfdfiremarshal@burlingtonvt.gov

PERMIT CANCELLATION/FEE REIMBURSEMENT FORM

The following information on this Permit Cancellation Form shall serve as the authentic document for canceling the permit previously requested. Canceling the permit shall mean: withdrawing the permit and without any work or part thereof having been conducted as described.

CONTRACTORS INFORMATION

(Please print clearly)

I, _____,
(Contractors name, company, and license/TQP number)

contractor of the permit record listed below will not be providing services for the work described, thus, requesting to cancel the permit identified *and* requesting for the permit fee reimbursement as authorized. It is further understood that this form will be submitted for processing of fees and as a result, no money will be transferred from the Burlington Fire Marshal's Office. All approved refunds will be sent via U.S. Mail or electronic payment.

Signature: _____

Date _____

PERMIT INFORMATION

Attach your BLUE Customers Copy of the permit to this form.

Permit Type: _____ Permit Number: _____

Street #: _____ Unit #: _____ Street Name: _____

Total Amount of Fees paid: _____

****Refund amounts less than or equal to \$50.00 will not be reimbursed****
****The first \$50 of the total permit fee will be retained to cover administrative time and the recording fee****
REFUNDS CAN ONLY BE GRANTED IN THE SAME FISCAL YEAR (1 JULY TO 31 JUNE) THE PERMIT WAS ISSUED.
****Refund processing may take up to six (6) weeks to complete**

Reason *Required*: _____

*****OFFICE USE ONLY*****

REFUND APPROVED YES / NO Refund Check # _____ Amount: _____
(circle one)

Inspectors Signature of Approval

Date