

## Refund Policy

Please be aware that refunds will not be granted on requests involving:

- Permit fees of \$100.00 or less
- Permits which have expired
- Permits under which work has commenced
- Permits having a change of contractor
- Request received three months after permit issuance

### Refunds Where Permits Will Not Be Used

A full refund less \$100.00 or 50% of the permit fee, whichever is greater rounded to the nearest dollar, shall be granted to the permit holder providing:

- The department receives a written request from the permit holder requesting cancellation and refund.
- The permit holder submits with the request the original validated receipt, if the original validated receipt is not available a copy of the cancelled check along with an affidavit stating which job location
- No work has been performed under the permit
- The permit is still valid
- The permit has not been revoked
- The refund request is received within 90 days after permit issuance
- The cost of the permit exceeded \$100.00

### Refunds of Over Charge

For refunds of an overcharge of permit fees, the following must be submitted:

- Letter from the permit holder requesting a refund explaining the overcharge
- Copy of the validated permit card
- The permit is still valid
- The permit has not been revoked

### Full Refunds:

Full refunds are granted only in cases where an error has occurred on the part of the department, such as in cases where the permit is issued for work outside the jurisdiction of the building department. Refunds are not given on duplicated permits submitted/issued by the contractor or owner.

### Where to direct your refund request:

Highlands County Building Department  
P.O. Box 1926  
Sebring, FL 33871  
(863)402-6643