

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/Refund 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)
- 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 LaShawn Dickey
LaShawn.Dickey@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. (Please provide the first six digits and last four digits of your card #)
- 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



Permit/Application Cancellation Form

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

Date: _____

I the undersigned permit holder of the property located at _____
_____ (property address listed on permit/application),
would like to cancel the following permit/application number: _____. By
this letter, I am the responsible party who will address any issues or concerns regarding this
cancellation request. Please update your records to reflect this cancellation and contact
me if additional information is needed.

(Notary Public)

Sincerely,

(Permit Holder)

Phone: _____

Email: _____