

DOB Permit Cancellation and Refund Request Process

To submit a request for refund, please use the following link: [Refund Request](#). For refund requests, the following information will be required.

1. A notarized Cancellation Form (Page 2 of this packet) and the reason for cancellation and/or refund
 - a. If your request is due to an overpayment, a cancellation form is not required.
2. For Building Permits, if you are not the property owner, please include written authorization from the property owner confirming the request to cancel and/or request a refund.
3. Proof of Payment
 - a. Check payment – please provide a copy of front and back of the check.
 - i. A valid Tax ID is required for business entities, and a Social Security Number is needed for individuals.
 - b. Credit Card Payment – Provide the credit card statement highlighting the charged amount to be refunded (please note, the payment must be in posted status).
 - c. Cash Payment – Provide a copy of the cashier’s payment receipt.

Refund requests are reviewed within 10 – 15 business days. Applicants will receive notification once the refund request is approved. Approved requests will be transmitted to the Office of the Chief Financial Officer (OCFO). Final processing of the refund is issued by the OCFO within 60 business days from transmittal. ****NOTE: An administrative fee of \$36.30 will be deducted from all refund request for processing, except for overpayments.**

4. If you do not need to submit a refund request, and only need to cancel your permit or permit application, please complete the Cancellation Form (Page 2), and provide an explanation for your cancellation (Page 3). The Cancellation Form must be signed by the property owner for construction permits. Master trade professionals can complete the form for applicable trade permits/applications (Electrical, Plumbing, Mechanical, Shop Drawings etc.). **The Cancellation Form must be notarized.**

For any questions or inquiries, please visit our website at dob.dc.gov and select [Contact DOB](#).

Cancellation Form

DOB 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's Signature: _____

Phone: _____

Email: _____

Reason for Cancellation