

BUILDING INSPECTION DIVISION



August 29, 2008

**MEMORANDUM**

**Bulletin G-14-08**

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O., LEED AP  
Chief, Building Inspection Division

**Subject: Permit Refunds**

I have been asked to clarify the rules regarding refunds for canceled permits. Jacksonville Municipal Code Section 320.408(e) states:

**320.408(e)** Where no work has been done under a valid permit for which fees have been paid and a written request for refund of fees is made by the holder thereof within six months of the date of original issuance, the Building Official may authorize the refund of 80 percent of the fee upon surrender and cancellation of the permit; provided, that no refund shall be made for permits whose value is less than \$30.

To cancel a permit we will accept for review either written correspondence or email, from the permit holder. Once received we will review the status to ensure no work has been done and issue the 80% credit when warranted per section 320.408(e) above.