



City of Urbandale  
3600 86<sup>th</sup> Street  
Urbandale, IA 50322-4057  
[www.urbandale.org](http://www.urbandale.org)  
Building Department (515) 278-3930

## Permit Cancellation Request Form

Cancellation requests for building, plumbing, mechanical, electrical and sign permits may be eligible for a refund in accordance with applicable City of Urbandale Municipal Codes. Requests for refunds must be submitted no later than 180 days after the permit is issued. Refunds will be made to the company or individual that paid for the permit. Refunds will be paid by check, and are typically mailed within fourteen days of the cancellation request.

Job Address:		Date of Request:
Permit Number:	Permit Type:	
Project Description:		
Reason for Cancellation:		
Has the work started? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, describe all work completed:		
Owner / Authorized Agent (Print)		Phone Number

### AREA BELOW FOR CITY OF URBANDALE OFFICE USE ONLY

Cancellation Request  Approved  Denied  
Refund Request  0%  80%  100%  Other:

Total Refund Amount \$

Refund Processed by:	Date:
Refund Approved by:	Date:

Submitted to Finance (Date:)	Returned from Finance (Date:)	Approved application, report & check uploaded to: <input type="checkbox"/> Citizernerve Documents <input type="checkbox"/> Laserfiche Citizernerve Permit File: <input type="checkbox"/> Cancelled <input type="checkbox"/> Archived to Laserfiche
Refund Check #:		
Refund Check Date:		