Withdrawal of Permit Form
City of Plano

Permit Number: __________________________ Date: __________________________

Address of Project: __________________________________________________________

Company Name & Current General Contractor: ________________________________

Phone Number: ___________________________ Fax Number: __________________________

Project Name: __________________________________________________________________

Reason for Withdrawal of this permit:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

AS THE CURRENT GENERAL CONTRACTOR ON THE PROJECT/PERMIT LISTED ABOVE I AM NOW WITHDRAWING FROM
THIS PERMIT. I UNDERSTAND THAT A PARTIAL REFUND MAY BE DUE.

Authorized representative for Current General Contractor:

Signature: ___________________________ Print Name: ___________________________

Permits may be withdrawn by the applicant if no work has commenced on the project. Permit fees exceeding $100.00 may be
partially refunded. Where applicable, fees will be refunded, less the first $100, less the plan review and fire protection plan
review deposits at 80% of the remaining balance. Fees are non-refundable on permits for which work has commenced, and
the permit may not be withdrawn unless a subsequent permittee has obtained a permit to complete the work, or when work
has started unless an inspection has been made and the Building Official has determined that the existing work has created
no violation of any code or ordinance. Withdrawn permits with fees of ($100) dollars or less are non-refundable. Contractor
registration fees are non-refundable.

If a refund is due please provide the following information below:

COMPANY NAME/NAME
ADDRESS

CITY STATE ZIP CODE

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF PLANO makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF PLANO adopted codes and Zoning Ordinances can be found on the city website at www.plano.gov or at the CITY OF PLANO Municipal Center at 1520 K Avenue, Plano, Texas.