



City of Miami Gardens  
Building Department  
1515 NW 167th Street, Suite #175  
Miami Gardens, FL 33169  
305-622-8027 (Office) 305-622-8557 (Fax)

# Permit Cancellation & Refund Request Instructions

## Package include the following:

- ◆ **This instruction sheet;**
- ◆ **Cancellation Form;**
- ◆ **Refund Request Form.**

## Cancellation where no work has been performed:

In order to cancel a permit where the work will not take place, the following must be submitted.

- ◆ Form Letter from the contractor or permit holder requesting permit cancellation and stating that no work has been performed. If the contractor is no longer available or unwilling to submit the letter the request can be made by the property owner. If the permit is valid at the time of request for cancellation and the permit holder is not submitting the request, then the property owner will be required to complete a hold harmless letter. Please note that in cases where a hold harmless letter is required there will be a 10 working days waiting period prior to the cancellation. Additionally, the department will notify all interested parties (original permit);
- ◆ Original Validated Permit;
- ◆ Job set of plans (if applicable);
- ◆ **If the permit is expired, a fee of \$57.25 is required at the time of cancellation request.**

Following the receipt of your letter you will be contacted for scheduling of a field inspection to confirm that no work was performed. If the performance of the inspection determines that work was not performed, the permit will be cancelled. However, **if work is determined to have been performed you will be required to complete the work covered under the scope of the permit and obtain all mandatory inspections.** If the permit has expired you will be required to have it re-issued prior to proceeding with the work and obtaining the mandatory inspections. Further, the department will issue a notice of violation or ticket requiring payment of a fine and correction of the violation.

Please be advised that your request will not be accepted if any of the required documentation is missing or in cases where work has commenced as evidenced by an inspection result entered in the computer system. In these cases, the work must be completed and mandatory inspection obtained. If the permit has expired it must be reissued prior to request for mandatory inspections.

## Cancellation where work has been performed:

In the unique instances where work has been removed or the work was superseded by another permit, the following must be submitted.

- ◆ A letter from the permit holder certifying that the work was removed and superseded by another permit number (provide specific permit number). The letter must include the permit number, job address and a contact name and telephone number. If the contractor is no longer available or unwilling to submit the letter, the request can be made by the property owner.
- ◆ For cases where the work has been removed, the applicant is required to submit the job copy of the plans. An inspection will be performed to verify the work has been removed. Following the performance of the inspection, if it is determined the work was removed then the permit will be cancelled. You will be required to complete the work covered under the scope of the permit prior to obtaining mandatory inspections. Further, the department will issue a notice of violation and a open a case in our regulation system to ensure appropriate action is taken. Failure to do so may result in the issuance of a civil violation notice or ticket requiring payment of a fine and correction of the violation.

- ◆ In cases where a permit has been superseded by a new permit, the requesting party must submit copies of the permit and plans relating the old number and the new number. An inspection may be scheduled for further determination of the work performed. Once the department is satisfied that there is a duplicate, the permit will be cancelled.

### **Refund Request General Information:**

Please be aware that refunds **WILL NOT** be granted on requests involving:

- ◆ Permit fee \$ 100.00 or less;
- ◆ Permits have expired;
- ◆ Permits under which work has commenced;
- ◆ Permits revoked by the Building Official or cancelled by court order;
- ◆ When there is a change of contractor.

### **Refunds Where Permits will not be used:**

A full refund less the upfront fee of the permit fee, less the Miami Dade County Code Compliance fee and less the State of Florida Radon fee, shall be granted to the permit holder providing that:

- ◆ The department received a written request from the permit holder requesting cancellation and refund (Must include all documentation required for permit cancellation outlined above);
- ◆ The permit holder submits the request, the original validated copy of the permit card. If the validated copy of the permit is not available, the permit holder must complete the attached affidavit and submit it with a copy of the cleared and cancelled check;
- ◆ No work has been performed under the permit;
- ◆ The Permit is valid;
- ◆ The permit has not been revoked;
- ◆ • The cost of the permit exceeds \$100.00.

### **Refund for Overcharge:**

For refunds of an overcharge of permit fees, the following must be submitted:

- ◆ Letter from the permit holder requesting a refund explaining the overcharge;
- ◆ Copy of the validated permit card;
- ◆ This permit is still valid;
- ◆ • The permit has not been revoked.



# City of Miami Gardens

## Building Department

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Miami Gardens, FL 33169  
305-622-8027 (Office) 305-622-8557 (Fax)  
[www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)

# PERMIT CANCELLATION REQUEST

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Reference:** Contractor Name: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Jobsite Address: \_\_\_\_\_

Cancellation Reason: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Work has: [ ] not taken place; [ ] or, taken place.

Please be advised that this is a request to cancel above referenced information. Should you need any further information please contact the above referenced contact at the phone number indicated.

Sincerely;

\_\_\_\_\_  
**Signature of Applicant**

### Applicant Signature Notary

State of Florida, County of Miami -Dade  
Sworn and subscribed to me this:

\_\_\_\_\_  
**Month Day Year**

Personally Known or Identification:

\_\_\_\_\_  
**(Type of ID and expiration date)**

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Notary Public

Notary Public Stamp:



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## PERMIT REFUND REQUEST

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Reference:** Contractor Name: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Jobsite Address: \_\_\_\_\_

Cancellation Reason: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Work has: \$ \_\_\_\_\_

Please be advised that the above referenced information is to request a permit refund. I understand that the **UPFRONT FEE**, the **FBC CODE COMPLIANCE FEE** and the **STATE OF FLORIDA RADON FEE** are non-refundable as indicated in the City of Miami Gardens Fee Schedule. I also understand that the refund must be more than \$ 100.00. Attached you will find a copy of the cleared and cancelled check(s) that made payment for the permit.

Should you need further information, please contact the above referenced contact at the phone number indicated.

Sincerely;

\_\_\_\_\_  
**Signature of Applicant**

### Applicant Signature Notary

State of Florida, County of Miami -Dade  
Sworn and subscribed to me this:

\_\_\_\_\_  
**Month Day Year**

Personally Known or Identification:

\_\_\_\_\_  
**(Type of ID and expiration date)**

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Notary Public

Notary Public Stamp: