



Loudoun County  
Department of Building & Development  
1 Harrison Street S.E., P.O. Box 7000, Leesburg, VA 20177-7000  
(703) 777-0220 [www.loudoun.gov/buildingpermits](http://www.loudoun.gov/buildingpermits)

## Case Cancellation/Refund Form

### Cancellation/Refund Form

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

#### Type of Request

☐ Refund ☐ Cancellation

#### Who Is Making Request:

☐ Owner ☐ Applicant ☐ Other \_\_\_\_\_

Name (First, Last) \_\_\_\_\_ Company Name \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

#### Where To Send Refund Checks:

**A refund check will be issued and made payable  
to the name of the person/company on the  
original record, that made the payment.**

Street Address \_\_\_\_\_ Suite # \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

#### List Case Number (s) You Are Requesting To Be Canceled or Refunded:

This Includes Building, Electrical, Elevator, Gas, Fire, Mechanical, Plumbing, Zoning, Grading, VSMP, FLPL, EPlans and Plats.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### Reason For Requesting Refund and/or Cancellation:

_____
_____
_____
_____
_____

Contact Person \_\_\_\_\_ Contact E-Mail Address \_\_\_\_\_

Signature \_\_\_\_\_

#### OFFICE USE ONLY

INITIALS AND DATE RECEIVED BY FINANCIAL ANALYST \_\_\_\_\_

REFUND ☐ APPROVED ☐ DENIED

DIVISION MANAGER SIGNATURE \_\_\_\_\_

OKAY TO CANCEL/REFUND ☐ YES ☐ NO