

WHITE LAKE TOWNSHIP



PERMIT CANCELLATION REQUEST FORM

EMAIL COMPLETED FORM TO PERMITS@WHITELAKETWP.COM

Permit and contact information:

Name and contact information of the company/contractor requesting the refund:

Permit Number:

Address where the permit was pulled:

Name and address of the company/contractor for the refund to be sent to: (**NOTE: The check will only be returned to the original payer of the permit**)

Reason for cancellation:

- ☐ Project no longer proceeding
- ☐ Change in project scope
- ☐ Other:

Cancellation request date:

Acknowledgement and Signature:

A refund will only be issued to non-expired permits without inspections performed. A 10% administrative fee is deducted from the total refund.

By signing this form, I certify that the above information is accurate, and I am requesting the cancellation of the permit referenced above.

If there are any outstanding fees associated with your account, the office reserves the right to collect those fees before proceeding with the cancellation of the permit.

Signature of requestor: _____

Date: _____

OFFICE USE ONLY:

Account number for the refund to come out of: 249-000-