



DIVISION OF PERMITS AND INSPECTIONS

FEE WAIVER REQUEST FORM

In order to have a fee waiver considered, please complete the following information and submit to the Division of Permits and Inspections for processing. Owner/Applicant requesting waived fees will be notified by the Permitting Office. NOTE – A copy of the 501(c)3 document must be submitted along with this form in order for the fee waiver to be considered.

Permit No.: \_\_\_\_\_

Property Location: \_\_\_\_\_

Commercial Property: \_\_\_\_\_ YES \_\_\_\_\_ NO Residential Property: \_\_\_\_\_ YES \_\_\_\_\_ NO

Owner of Property: \_\_\_\_\_ Telephone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Type of permit fee(s) to be waived: (Check all that apply) Building Electrical Plumbing Mechanical

Amount of fees to be waived: \$ \_\_\_\_\_ Building \$ \_\_\_\_\_ Electrical \$ \_\_\_\_\_ Plumbing \$ \_\_\_\_\_ Mechanical

Description of proposed construction/alteration/remodel: \_\_\_\_\_

Explain why fee waiver is necessary: \_\_\_\_\_

Have any fees been paid prior to this request? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes list permit type and fee amount: \$ \_\_\_\_\_ Building \$ \_\_\_\_\_ Electrical \$ \_\_\_\_\_ Plumbing \$ \_\_\_\_\_ Mechanical

I hereby request a waiver on the above permit fees associated with this project.

Signature of Property Owner Date

Signature of Applicant/Requestor Date

Printed – Property Owner Telephone

Printed – Applicant/Requestor Telephone

Relationship to Project \_\_\_\_\_