



## CANCELLATION/REFUND INSTRUCTIONS

[www.LasVegasNevada.gov/BuildingPermits](http://www.LasVegasNevada.gov/BuildingPermits)

Phone: (702) 229-6251

### Permit cancellation ONLY:

- Primary applicant must complete and email the Cancellation Form to [techs@lasvegasnevada.gov](mailto:techs@lasvegasnevada.gov).
- **If the permit has already been issued**, along with your reason for cancellation, you must include:
  - Confirmation of whether any work has been performed.
  - Confirmation that site conditions are safe.

### Permit Cancellation WITH Refund Request:

- Primary applicant must complete and email the Cancellation/Refund Request Form to [buildingpermits@lasvegasnevada.gov](mailto:buildingpermits@lasvegasnevada.gov).
- **Subject Line** of email should read as follows: "Cancellation/Refund: **Permit Number**"

### Prior to Requesting a Refund:

- Confirm that the permit is still **Active**, and **NO Inspections** have been completed.
- If you are requesting a refund for Plan Check fees, please confirm that **NO plan review** has been completed.
- Admin fees and Zoning Plan Check fees are **non-refundable**.

Please refer to the 2019 Administrative Code section 304.5 for our complete Refund policy:  
<https://files.lasvegasnevada.gov/building-safety/Administrative-Code-2019.pdf>



BUILDING & SAFETY

# CANCELLATION/REFUND FORM

[www.LasVegasNevada.gov/BuildingPermits](http://www.LasVegasNevada.gov/BuildingPermits)

Phone: (702) 229-6251

Date prepared: \_\_\_\_\_ Cancel Permit: Yes  No  Refund: Yes  No

Applicant name: \_\_\_\_\_ Service Address: \_\_\_\_\_

Requestor's Name (if other than applicant): \_\_\_\_\_

Payable to: \_\_\_\_\_ Email: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

For the following: \_\_\_\_\_

Application Number(s)

Reason for Refund/Cancellation:

Applicant Signature: \_\_\_\_\_

Contractor's PIN (if applicable): \_\_\_\_\_

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

**Cancellation ONLY:** email completed form to [techs@lasvegasnevada.gov](mailto:techs@lasvegasnevada.gov)

**Cancellation WITH Refund:** email completed form to [buildingpermits@lasvegasnevada.gov](mailto:buildingpermits@lasvegasnevada.gov)