

# Cancellation / Extension Request Form **CITY OF Sterling Heights**

To cancel or extend your permit issued by the City of Sterling Heights Building Department, please complete the following information and return to [bldg@sterling-heights.net](mailto:bldg@sterling-heights.net).

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Address (Project): \_\_\_\_\_

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

Reason for Cancellation / Extension:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Homeowner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Only permits that have not been reviewed or inspected by a City Inspector will be eligible to receive a partial refund.**

## FOR OFFICE USE ONLY

### CANCELLATION REFUND DETAILS:

Initial Permit Fee: \_\_\_\_\_

Non-Refundable Application Fee: \$52

Refund Amount Requested: \_\_\_\_\_

DATE:

### EXTENSION DETAILS:

Initial Permit Expiration Date: \_\_\_\_\_

New Expiration Date: \_\_\_\_\_

### RESULT OF REQUEST:

APPROVED

DENIED

REASON FOR DENIAL (if applicable): \_\_\_\_\_

\_\_\_\_\_

Inspector/ Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_