



PERMIT/INSPECTION REFUND REQUEST

Submit To:

Electrical Examining Board
DIAL – Building & Construction Department
6200 Park Avenue, Suite 100
Des Moines, IA 50321-1371
Questions: 515-725-6147
Email to: elecinfo@dia.iowa.gov

Permit Holder's Name:	Printed Name of Person Making Refund Request:
Phone Number: Alternate #:	Signature of Person Making Request: <u>Only Required if Paid by Check</u>
Street Address:	Social Security Number/Federal ID #: <u>Only Required if Paid by Check</u>
City, State, Zip:	Check Number & Date of Check:
Permit Number / Date of Purchase	Last Four Digits of Credit/Debit Card Used:
Reason for Refund Request: <input type="checkbox"/> Wrong Jurisdiction <input type="checkbox"/> Wrong Permit Type <input type="checkbox"/> Job Canceled <input type="checkbox"/> Unused Inspections <input type="checkbox"/> Duplicate Permit – Original Permit # _____ Additional Information:	Amount of Original Permit: Amount of Refund Requested: State Inspector if Applicable:
<u>State Official Authorizing Refund & Date (Official Use Only)</u>	<i>Date Processed Initials of Processor</i>

***Original form must be submitted to the above address to receive refund check. Our finance office will only process a request with an original signature and social security number/Federal ID number of whom the refund is being issued to.

Refund of Permit/Inspection fees: Request for refunds should be mailed to address above. Unless approved by the Chief Electrical Inspector, refund requests for original permit requests for amounts of \$25 or less, or for fees that were paid more than one (1) year from date of purchase will not be refunded.