



**Union County  
Building Code Enforcement**

500 N. Main St., Room 47  
Monroe, NC 28112

Mark Griffin  
Director

PHONE (704) 283-3816  
FAX (704) 292-2513

**CREDIT/REFUND APPLICATION**

Permit #: \_\_\_\_\_ Account Name: \_\_\_\_\_

Permit address: \_\_\_\_\_

Check payable to: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Reason for Request: (check one)

Canceled job       Wrong contractor       Duplicate permit       Other

Explain in detail:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature (Requestor): \_\_\_\_\_ Print name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only:     Approved     Denied    Budget code: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_