



PERMIT REFUND REQUEST FORM

INSTRUCTIONS:

Please complete **ALL** sections of this form. **Signature is required from Qualifying Party.**

Failure to do so will result in your request being delayed or possibly denied. Please remember to fill out a separate form for each permit refund request.

Company Name: _____
 Qualifying Party Name: _____
 Company Address: _____
 Company City, State, Zip: _____
 Phone #: _____
 Contractor License #: _____
 Permit #: _____
 Permit Type: _____
 Permit Amount: _____

REASON FOR REFUND (please be descriptive but brief): _____

Signature of Qualifying Party: _____
 Date: _____

PLEASE SELECT METHOD OF REFUND:

___ CREDIT my PRE-PAID ACCOUNT

___ CLOSE my PRE-PAID ACCOUNT and issue a check for the trust account balance as I will no longer be pulling permits with the states Construction Industries Division, and or Manufactured Housing Division.

EMAIL TO:

Judy.Trujillo@state.nm.us

