



ROAD LICENSE FEE REFUND PROCESS

1. Request for refund of the road license fee must be made in writing to the INSPECTIONS DEPARTMENT, 9 E. BOILING SPRING ROAD, SOUTHPORT, NC 28461 and include address(s) or permit number(s) of building permit(s) that was issued and signed by the applicant/business representative for the building permit(s). Electronic mail will NOT **BE ACCEPTED.**
2. The request for refund must be made within three (3) years from the date of payment of the road license fee.
3. Refund check will be made payable to the name of the person/company that made the payment for the road license fee on the building permit.
4. Requestor must complete attached waiver/release of liability.
5. Upon verification by City staff, that road license fee is eligible for refund a request will be made to Finance Manager for issuance of refund check within thirty (30) days.