



Refund Policy

Effective November 4, 2024, if you have obtained a permit from the town of Kitty Hawk's Planning Department, you can request a refund if certain conditions are met.

These conditions include:

- All requests for cancellation and/or refund of permit and/or permit fees must be submitted in writing to the Town of Kitty Hawk Planning Department.
- All requests must include a copy of the original permit and the reason why the cancellation and/or refund is being requested.
- All requests must be made by the person, firm, or corporation who paid the original permit fee(s).
- No refunds shall be made when requested more than 30 days after the date of original payment.
- The permit shall not be expired.
- No inspections have been conducted.
- Work has not started on the project.
- Cancellation of a project or a change in the contractor or the transfer of ownership of the property while the permit is in effect does not constitute an appropriate request for a refund.
- An administrative fee shall be deducted from the refund to reimburse the town for the cost of processing the permit and the refund. The administrative processing fee will be deducted based on the approved Town Fee Schedule.
- Clerical errors are eligible for a refund of 100% of the overpayment amount. The written request must be submitted within one year from the date of the occurrence for those instances.
- Refunds for planning requests such as text amendments, special use permits, commercial site plan reviews, subdivision applications, and variance requests will be refunded per the approved Town Fee Schedule.
- Please allow up to 45 days from when the complete request is received to process a refund.