

## Instructions for Fire Permit Application Fee Refunds

- Application for a refund of fees paid for a fire permit must be made in writing on forms provided by the Nashville Fire Department (NFD) Finance division and Metro Finance. All refund requests must be approved by the Fire Marshal, or authorized designee prior to submission to NFD Finance.
- Complete the above form and submit to the Nashville Fire Department, Fire Marshal Office, 63 Hermitage Ave., Nashville TN 37210 or by email to [FMORRequests@nashville.gov](mailto:FMORRequests@nashville.gov). If the refund is approved a Short Vendor Application Form will be sent to the submitter. This form must be completed and returned to the NFD Fire Marshal to complete the request. The Short Vendor Application is required to process all refund requests for those who paid using any method.
- Overpayments made because of a staff error will be refunded back to the credit card which was originally used to pay the fee or via check from Metro Finance.
- Fees cannot be refunded after the application for a permit has been accepted and reviewed.

**NASHVILLE FIRE DEPARTMENT  
REFUND REQUEST FORM  
(TO BE COMPLETED BY REQUESTOR)**

REQUESTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
SECTION: \_\_\_\_\_ DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ TRANSACTION ID: \_\_\_\_\_  
(CITY, ST., ZIP) \_\_\_\_\_

**Event Name, Date, & Permit Number**


**Justification For Refund Request:**

\_\_\_\_\_  
REQUESTORS SIGNATURE

\_\_\_\_\_  
APPROVED – Fire Marshal

\_\_\_\_\_  
APPROVED – NFD Finance

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**Fire Marshal's Office Only**

Please complete Short Vendor Form