

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

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PERMIT CANCELLATION AND REQUEST FOR REFUND

This is to verify that the owner or contractor authorized the cancellation of building permit(s) or application(s) and is requesting a refund of fees allowed by the 2016 CBC Section 109.6 (Administration Part 2 Vol 1) for the project listed below.

PERMIT AND APPLICATION FEES ARE NOT REFUNDABLE BEGINNING 180 DAYS AFTER FEE PAYMENT

ALL ITEMS ON THIS FORM MUST BE COMPLETED IN THEIR ENTIRETY TO ASSURE TIMELY PROCESSING OF THE CANCELLATION AND/OR REFUND.

PROJECT ADDRESS:			
TYPE OF PERMIT:			
BUILDING PERMIT #:	REQUEST DATE: _	REQUEST DATE:	
PRINT NAME:	CIRCLE TI	TLE: OWNER/CONTRACTOR	
SIGNATURE:			
REASON FOR CANCELLATION:			
IF REFUND IS APPLICABLE, MAIL CHECK TO:			
NAME:	PHONE:	PHONE:	
ADDRESS:	CITY:	ZIP:	
FOR	R OFFICE USE ONLY		
PLANS RETURNED: YES NO			
REFUND APPROVED BY:	AMOUNT OF RE	AMOUNT OF REFUND:	
VOUCHER SENT TO AUDITOR'S BY:	D	DATE:	
EXPLAIN HOW REFUND WAS DETERMINED:			
DENIED BY:			
REASON FOR DENIAL:			