



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: _____

PRINT NAME: _____ CIRCLE TITLE: OWNER / CONTRACTOR

SIGNATURE: _____

REASON FOR CANCELLATION: _____

IF REFUND IS APPLICABLE, MAIL CHECK TO:

NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

FOR OFFICE USE ONLY

PLANS RETURNED: YES _____ NO _____

REFUND APPROVED BY: _____ AMOUNT OF REFUND: _____

VOUCHER SENT TO AUDITOR'S BY: _____ DATE: _____

EXPLAIN HOW REFUND WAS DETERMINED: _____

DENIED BY: _____

REASON FOR DENIAL: _____