



# City of Clovis Building Division

1033 Fifth Street Clovis, California 93612 (559) 324-2390

## Permit Cancellation and Request for Refund

**As of January 1, 2011 - California Building Code 109.6 Fee Refund:** The Building Official is authorized to establish a refund policy.

1. The building official may authorize the refunding of any fee paid hereunder which was erroneously paid or collected.
2. The building official may not authorize refunding of plan check fees when an application for a permit that has been paid is withdrawn or canceled before any plan reviewing is completed.
3. The building official may authorize the refunding of not more than 80 percent of the permit inspection fee paid when a permit that has been issued is withdrawn or canceled before any inspection has been completed and the original permit inspection card is returned.
4. The building official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee no later than 180 days after the date of fee payment.

This is to verify that I, \_\_\_\_\_, owner/contractor hereby authorize the cancellation of the building permit or application for the following project. I am also requesting a refund of fees as allowed by the California Building Code.

Job Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Return Refund To Payee: \_\_\_\_\_

Reason for Cancellation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Refunds normally take approximately two (2) weeks**

OFFICE USE ONLY:

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_