



# CITY of CLOVIS

## BUILDING DEPARTMENT

1033 FIFTH STREET • CLOVIS, CA 93612

### PERMIT CANCELLATION AND REQUEST FOR REFUND

As of January 1, 2022 – California Building Code 109.6 Refunds and the 2022 – California Residential Code R108.5 Refunds: The Building Official is authorized to establish a refund policy.

1. The building official may authorize refunding any fee paid hereunder that 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Building Official may not authorize refunding of plan check fees when an application for a permit that has been paid is withdrawn or canceled before any plan reviewing is completed.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official may authorize the refund of not more than 80 percent of the permit inspection fee when an issued permit is withdrawn or canceled before any inspection has been completed and the original permit inspection card is returned.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 fee payment date.

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 2022 – California Building Code 109.6 Refunds and the 2022 – California Residential Code R108.5 Refund.

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

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

Return Refund to Payee: \_\_\_\_\_

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

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

<p><b>OFFICIAL USE ONLY:</b></p> <p>Processed BY: _____</p> <p>Date: _____</p>
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