



Permit Cancellation and Request for Refund

- Provide the following in order to apply for a refund:
 - Original permit number and address.
 - Signed letter from the property owner indicating that the work was not performed.
 - Reason for cancellation.
- No refund can be granted after the building permit has expired, and there are no refunds granted for plan check fees.
- Refunds of School fees must be requested from the Livermore Unified School District.
- No refund will be granted when a year or more has elapsed since permit issuance.
- All requests for a refund must be in writing and for good cause.

2013 California Building Code Section 109.6 - Fee Refunds

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.

Project Address: _____

Permit Number: _____ Date Issued: _____

Return Refund To: _____

Address: _____

Reason for Cancellation: _____

Phone # _____

signature

date

Note: Refunds typically take approximately two (2) weeks.

Updated 01/28/2016