



## **Request for Permit Cancellation/Request for Refund**

### **Refund Policy**

- Refund requests must be submitted within 180 days from the date of payment.
- A refund may be authorized for up to 80% of the applicable paid fees if the request is received before plan review has commenced or any inspection services have been completed.
- Refunds will not be approved once plan review has started, or inspections have occurred.
- Refunds will not be approved for Building Simple Permits obtained in error or deemed invalid.
- All refund requests must include the original receipt and are subject to approval by the Building Official prior to processing.
- Refunds, when approved, will only be issued to the original payer (name must match the original receipt).
- If the refund is requested to be issued to a different person or entity than the original payee, a Letter of Authorization on company letterhead is required — no exceptions.

### **Cancellations**

- A permit or application cannot be cancelled if there is an open Fire Department permit (FIR) or Code Enforcement violation (CEB or CRN) associated with the property.
- Permit cancellation requires the signature of the property owner, contractor, or authorized agent who applied for the permit.
- A permit cannot be cancelled if any inspection has taken place.

**Please check box as applicable:**

Cancellation

Refund

Both

**Please provide the information requested below:**

This is to verify that I, \_\_\_\_\_, the property owner, contractor, or the authorized agent, hereby authorize the cancellation of the building application or building permit for the following project.

**Name of Original Payer:**

**Check Recipient's Mailing Address:**

**Reason for Cancellation and/or Refund:**

**Project Address:**

**BLD Number:**

**Signature:**

**Email Address:**

**Phone Number:**

**Date:**

**Contact Information**

**Permit Center:** 408-615-2420 | **Email:** [permitcenter@santaclaraca.gov](mailto:permitcenter@santaclaraca.gov)

**Building Division:** 408-615-2440 | **Email:** [building@santaclaraca.gov](mailto:building@santaclaraca.gov)