



# COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

411 Main Street, 2<sup>nd</sup> Floor | P.O. Box 3420, Chico, CA 95927  
(530) 879-6700 | [www.chicoca.gov](http://www.chicoca.gov)

## Request for Refund and/or Permit Cancellation

I am certifying with my signature below that I, \_\_\_\_\_ have the legal authority as the applicant, contractor, or agent to change or cancel the permit or application. I am requesting the Building Official cancel an issued permit or permit application for the following project:

Permit # \_\_\_\_\_ Date Issued \_\_\_\_\_

Permit Address \_\_\_\_\_

Please cancel the permit or application for the following reason(s): \_\_\_\_\_

I am also requesting the Building Official consider a refund for:

The fee that was mistakenly paid or collected

- The maximum refund is 100% of the fee collected.

The fee paid for the permit application prior to the city beginning the review

- The maximum refund is 80% of the application fee collected.
- No refund if the review has started or is complete.

The fee paid for an issued permit and no inspections have been requested or performed.

- The maximum refund is 80% of the inspection fee collected.
- No refund if inspections have started
- A code violation will be initiated if work has started and the permit has expired or cancelled.

I understand no refund is considered or provided for an expired permit application or permit.

I understand State fees are non-refundable

I understand the City will retain a portion of the fee paid to cover the administrative cost established in the City of Chico adopted fee schedule for processing a refund.

Requestor's Information: Please be advised that a qualifying refund will be made payable to the original payee of record.

Name or Company \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Where to Mail Refund \_\_\_\_\_

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

Return to: Community Development Dept. [buildingdocs@chicoca.gov](mailto:buildingdocs@chicoca.gov)