



**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

411 Main Street, 2nd Floor | P.O. Box 3420, Chico, CA 95927
(530) 879-6700 | www.chicoca.gov

Request for Refund and/or Permit Cancellation

Permit # _____ Date Issued _____

Permit Address _____

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

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:

Please be advised that a qualifying refund will be made payable to the original payee of record.

- No refund is considered or provided for an expired permit application or permit.
- No refund is considered if this request for refund is received 180 days or more following the payment of fees (pursuant to Chico Municipal Code section 16.10.210).
- State fees are non-refundable.
- The City will retain a portion of the fee(s) paid to cover the administrative cost established in the City of Chico adopted fee schedule for processing a refund.

I am requesting the Building Official consider a refund for:

- ☐ **The fee that was mistakenly paid or collected**
- The refund may be for part or all of the fee(s) 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 of the PLAN REVIEW FEE 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.

Requestor's Information:

Name or Company _____

Phone Number _____ Email _____

Where to Mail Refund _____

Signature _____ Date _____

Please email all documents to buildingdocs@chicoca.gov.