



Request for Refund And /Or Permit Cancellation

As of January 1, 2019 - California Building Code 109.6 Fee Refund: The Building Official is authorized to establish a refund policy.

1. The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee prior to permit expiration.
2. The Building Official may authorize the refunding of any fee paid hereunder which was erroneously paid or collected.
3. The Building Official may authorize refunding of permit fees when an application for a permit or a permit that has been issued, is withdrawn, or canceled before plan review or any inspection has been completed.
4. The Building Official shall retain all fees related to staff time for processing of permit including cancellation and refund.

This is to verify that I, _____, owner/contractor hereby authorize the cancellation/change of the building permit or application for the following project. I am also requesting a refund of fees as allowed per City of Visalia Policy in compliance with the California Building Code.

Permit Number: _____ Date Applied/Issued: _____

Permit Address: _____

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

Name or Company: _____

Phone Number: _____ Email: _____

Where to Mail Refund: _____

Reason for Refund / Cancellation: _____

Signature: _____ Date: _____