



County of Imperial  
Planning & Development Services  
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## PERMIT CANCELLATION AND REQUEST FOR REFUND

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### PROJECT INFORMATION:

Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Assessor's Parcel Number (APN): \_\_\_\_\_ --- \_\_\_\_\_ --- \_\_\_\_\_ --- 001

Project Description: \_\_\_\_\_

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### REASON FOR CANCELLATION: \_\_\_\_\_

Return Refund To: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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This is to verify that I, \_\_\_\_\_, property owner/contractor (i.e. applicant) hereby request the cancellation of the building permit or application for the above project. I am also requesting a refund of fees as allowed by the California Building Code.

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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**NOTE: Refunds typically take approximately two (2) weeks.** Monies can ONLY be returned to the person/party that paid for the fees. **There is a \$15.00 refund processing fee.**

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- There are NO REFUND granted for plan check fees.
  - NO REFUND can be granted after the building has been expired.
  - NO REFUND will be granted when a year or more has elapsed since the issuance of the permit.
  - ALL REQUESTS for refunds must be in writing and for good cause. (2016 California Building Code Section 109.6 – Fee Refunds)

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### FOR OFFICE USE ONLY:

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_ Amount of fees to be refunded? \_\_\_\_\_