



Building Department

390 Towne Centre Dr, Lathrop, CA 95330
Phone: (209) 941-7270

PERMIT CANCELLATION & REFUND FORM

PERMIT CANCELLATION

I hereby authorize and request the cancellation of the following building permit:

Project Address: _____

Permit Type: _____ Permit Number: _____

Reason for Cancellation: _____

Print Name: _____ Check One: Owner Contractor

Signature: _____ Date: _____

REQUEST FOR REFUND

I hereby request a refund of fees in accordance with the CBC, SECTION 108.6 of APPEDIX CHAPTER 1. I understand that the fees are not refundable beginning 180 days after the date of application. I further understand that the maximum refund allowed is up to 80% of the permit fee paid, and that no refunds will be given for permits that have already received one or more inspections. Plan check fees are non-refundable. I certify that I am the individual or authorized agent who originally the permit fee.

Additional refund of fees not pertaining to fees described in CBC, SECTION 108.6 of APPEDIX CHAPTER 1 & the City of Lathrop Fee Schedule, such as development fees will require supplementary approval from the City Engineer in the Public Works Department.

If refund is authorized, please mail to:

Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ ZIP: _____

Signature: _____ Date: _____

For Office Use:

Processed By: _____ Signature: _____ Date: _____

Approved Building Refund Amount: \$ _____ Development Fee Refund Amount (if applicable): \$ _____

Total Refund Amount: \$ _____

Chief Building Official Authorization: _____ Date: _____ (Building Fees Only)

City Engineer Authorization (if applicable): _____ Date: _____ (Development Fees Only)