



**Request for Refund And /Or Permit Cancellation**

**2022 California Building Code 108 Fee Refund:** The Building Official is authorized to establish a refund policy.

1. The Building Official may authorize the refunding of any fee paid which was erroneously paid or collected. Proof shall be provided.
2. The Building Official may authorize refunding not more than 80% of plan check fees paid when an application for a permit is withdrawn or canceled before any plan review is completed. A minimum Refund Fee, per the City of Chico adopted fee schedule, will be retained to cover staff costs.
3. The Building Official may authorize the refunding of not more than 80% of the permit inspection fee paid when a permit that has been issued is withdrawn or canceled before any inspections have been completed. A minimum Refund Fee, per the City of Chico adopted fee schedule, will be retained to cover staff costs.
4. The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee no later than 180 days after the date of fee payment.

**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 by the California Building Code and Chico Municipal Code.

Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

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

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: \_\_\_\_\_

Reason for Refund / Cancellation: \_\_\_\_\_

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

Return to:

Community Development Department  
Building Division  
411 Main Street Second Floor  
PO Box 3420, CA 95927  
Phone (530) 879-6700  
[buildingdocs@Chicoca.gov](mailto:buildingdocs@Chicoca.gov)