



### PERMIT CANCELLATION REQUEST

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

COPY OF PERMIT ATTACHED:  Yes  No

**Check the type of permit that applies:**

- ELECTRICAL   
  HVAC   
  OCCUPANCY   
  PLUMBING   
  SIGN   
  STRUCTURAL

**PROJECT INFORMATION**

Project/Permit No.: \_\_\_\_\_ Address: \_\_\_\_\_

**APPLICANT INFORMATION**

Contractor's License No. \_\_\_\_\_ License Holder/  
 (if applicable): \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

**REFUND INFORMATION**

- Refund Request                     
  No Refund Request - Cancellation Only

Reason for cancellation: \_\_\_\_\_

Refund Payable To: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

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

\_\_\_\_\_  
APPLICANT'S PRINTED NAME

\_\_\_\_\_  
APPLICANT'S SIGNATURE

Sworn to and subscribed before me, and the undersigned authority on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .  
To certify which witness my hand and seal of office.

\_\_\_\_\_  
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

\_\_\_\_\_  
MY COMMISSION EXPIRES

**IMPORTANT NOTE:** The building official may authorize refunding of any fee that was erroneously paid or collected due to an error by one or more city employees. This provision shall not be applicable if the error occurred because of incorrect information provided by the applicant.

The building official may authorize a partial refund of fees if the error occurred due to the actions of the applicant. The partial refund is only applicable for a permit fee in excess of \$27.95 and for which no work has been performed. The building official may authorize the refunding of not more than 90 percent of the amount in excess of \$27.95.

If work has been done under the permit, no refund may be authorized. The plan review portion of the permit fee is nonrefundable.

The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

**FOR OFFICE USE ONLY**

**APPROVED**

- FULL REFUND                     
  PARTIAL REUND

Total Refund: \_\_\_\_\_ Approved by: \_\_\_\_\_

**NOT APPROVED**

By: \_\_\_\_\_

Reason:  CANCELATION ONLY

OTHER \_\_\_\_\_

**CALCULATION**

Permit Amount	_____
- Deductions	_____
<i>Administrative Fee</i>	_____
<i>Plan Review Fee (if applicable)</i>	_____
<i>Refund Deduction \$27.95</i>	_____
Subtotal Refund	_____
X Partial Refund 90%	_____
= <b>TOTAL REFUND</b>	_____