



PROCEDURES TO CANCEL PROJECT NUMBERS AND PERMITS

Projects that are abandoned and not voided or canceled are considered “Open Projects”. These project types are potential problems for future permit applicants. When an application is submitted to obtain a building permit for proposed construction associated with new work, or when an occupancy inspection is requested for the existing facility, open permits must be addressed and closed out before any additional project numbers can be assigned for new occupancy inspection requests.

CANCELING A PROJECT NUMBER

The following procedures only apply to projects where a permit has NOT been purchased (*fees have not been paid*).

Requirements

The original applicant must submit a request in writing on company letterhead with the following information:

1. Address (including suite number - when applicable) of the site where the work is proposed.
2. The City of Houston “*Project Number*”.
3. The letter must include information indicating that the proposed construction *has not* been started. Additionally, the letter must include a request to cancel the proposed construction from the applicant or building owner and indicate that *no work will be done at this time*.
4. The request letter must be signed & dated by the person named on the original permit application as *the applicant*, as currently documented in City records. If the company is the applicant, the request must be signed and dated by an authorized agent of the company.

NOTE: Persons other than the original applicant must identify themselves and their official position or association with the company listed as the applicant on the original application.

When the original applicant is no longer available, the “*Building Owner*” management firm responsible for the building may write the letter of cancelation. The letter from the owner must include the same general information listed above concerning the project in question and indicate that the original applicant is no longer available to make the request. The letter must be signed and dated by the owner of the building/property, or an authorized employee of the building management firm in responsible charge of the building or property.

Procedures

1. Fax the letter to the attention of the Plan Review Supervisor to (832) 394-9623.
2. Applicant will be notified when the project is canceled.

CANCELING A PERMIT

The following procedures apply to permits only when fees have been paid.

Requirements

The applicant must submit the following:

1. The original job card (if the applicant does not have the original, a duplicate job card may be purchased from the *Permits Section*).
2. A completed and notarized [Permit Cancelation Form \(CE-1206\)](#). The person canceling the permit must be the one listed as the purchaser on the job card.

Procedures

1. Submit required documentation in person to the appropriate Section at 1002 Washington Avenue, Houston, TX 77002
2. The request is reviewed by the manager who will determine if a full, partial or no refund will be granted.
3. Applicant will be notified when the permit is canceled and refunded, if applicable.

Note regarding refunds. Projects abandoned without inspection may only receive the 90% refund less \$27.95. City employee errors; 100% refund including non-required OCL and automated e-permit errors. The administrative fee and plan review fees that were collected are non-refundable.