



City of Rialto Building and Safety

150 S. Palm Ave
Rialto, CA 92376
(909) 820-2505
rialtobuilding@rialto.ca.gov

PERMIT/PLAN CHECK CANCELLATION

California Building Code Chapter 1 Section 109.6

1. The Building Official is authorized to establish a refund policy.
2. The Building Official may authorize the refund of not more than 50% of the permit fee paid when a permit fee has been paid and is cancelled by the applicant. No refund will be issued for plan review.
3. If a building project has commenced construction, then no refund of the permit fee will be granted. If the owner and or contractor wishes to cancel a building permit prior to the start of construction, then the Building Official may grant no more than a 50% refund.
4. The Building Official shall not authorize the refunding of any fees paid, except upon a completed *Permit/Plan Check Cancellation* form, filed by the applicant and no later than 180 days after the date of issued permit.

NOTE: REFUNDS MAY TAKE UP TO 4-6 WEEKS TO PROCESS

This is to verify that I, _____, owner/contractor hereby request the **CANCELLATION** of the plan check application/building permit for the following project listed below.

Project Address: _____

Plan Check/Permit Number: _____ Applied/Issued Date: _____

Reason for Cancellation: _____

Cancellation Date: _____ Contact Number: _____

Email: _____ Signature: _____

Refund Requested: YES ☐ NO ☐

INTERNAL USE ONLY

APPROVED: _____ DENIED: _____ AMOUNT REFUNDED: _____

DATE STAFF COMPLETED: _____ STAFF SIGNATURE: _____

NOTES: _____
