



City of Hemet - Building Department

Request for Permit Cancellation

Date: _____

Request to cancel permit number: _____

Reason for cancellation request:

- ◇ No Work Done (plans must be at job site)
- ◇ Work Removed (plans must be at job site)
- ◇ Exempt from Permit
- ◇ Superseded by Another permit Other Permit Number: _____
- ◇ Duplicated Other Permit Number: _____
- ◇ Other: _____

Person requesting cancellation is:

- ◇ Property Owner
- ◇ Contractor

Hired Agent for:

- ◇ Property Owner
- ◇ Contractor

Name of Applicant: _____

Applicant's Address: _____

Phone Number: _____

Email Address: _____

Print Name: _____

Signature: _____

Information to Applicant:

The Building Official may authorize refunding of any fee paid here under which was erroneously paid or collected. The Building Official may authorize refunding of not more than 75% of the permit fee when no work has been done under a permit issued in accordance with this code. The Building Official may authorize refunding of not more than 75% of the Plan Review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. The Building Official shall not authorize refunding of any fee paid except on written application file by the original permittee not later than 180 days after the date of fee payment.

FOR STAFF USE ONLY. DO NOT WRITE BELOW THIS LINE

☐ **APPROVED**

☐ **DENIED**

COMMENTS: _____

Date: _____

Staff Name: _____ Title: _____

Signature: _____

Amount to be refunded: _____