CITY OF RIDGECREST

PERMIT REFUND REQUEST

Community Development Department - Planning Division
100 W. California Ave.
(760)499-5071
permits@ridgecrest-ca.gov

REQUEST FOR PERMIT CANCELLETION/REFUND

REFUND POLICY

- Refund requests must be submitted within 180 days from the date of payment.
- A refund may be authorized for up to 80% of the applicable paid fees if the request is recieved before plan review has commenced, or any inspection services have been completed.
- Refunds will not be approved once plan review has started, or inspections have occured.
- Refunds will not be approved for building permits obtained in error or deemed invalid.
- All refund requests must include the original receipt and are subject to approval by the Building Official prior to processing.
- Refunds, when approved, will only be issued to the original payer (name must match the original reciept).
- If the refund is requested to be issued to a different person or entity than the original payee, a Letter of Authorization on company letterhead is required - no exceptions.

CANCELLATIONS

- A permit or application cannot be cancelled if there is an open Fire Department permit or Code Enforcement violation associated with the property.
- Permit cancellation requires the signature of the property owner, contractor, or authorized agent who applied for the permit.
- A permit cannot be cancelled if any inspection has taken place.

REFUND/CANCELLATION REQUEST FORM:

Please provide the information requested below:

This is to verify that I, _____, the property owner, contractor or the authorized agent, hereby authorize the cancellation of the building application or building permit for the following project:

PLEASE FILL EVERY BOX

Name of Original Payer:	Title:
Check Recipients Mailing Address:	
Project Address:	Application/Permit Number:
Reason for Cancellation and/or Refund:	
Please check box as applicable: ☐ Refund ☐ Cancellation ☐ Both	
Email:	Phone Number:

_____	_____	_____
Name	Signature	Date