



# PERMIT CANCELLATION & REFUND FORM

**City of Lathrop  
Building Department**

390 Towne Centre Drive – Lathrop, CA 95330  
Email: PermitOffice@ci.lathrop.ca.us  
Phone #: (209) 941-7270

## PERMIT CANCELLATION

**To ensure this request is processed, please upload this completed form to the permit referenced below, in the Permit Portal, LCAP (Lathrop Civic Access Portal). Failure to do so will result in unprocessed requests.**

Project Address: \_\_\_\_\_

Permit Type: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Reason for Cancellation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_ Select One:  Property Owner  Contractor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REQUEST FOR REFUND

In accordance with CBC Section 109.6, the building official has the authority to establish a Refund Policy. As such, Refunds may be issued for the following situations:

1. An Issued Permit has been abandoned and no inspections have performed.

I hereby request a refund of fees in accordance with the CBC, Section 108.6 Appendix, Chapter 1. I understand that permit fees are non-refundable beginning 180 days after the date of application. I understand that the maximum refund allowed is up to 80% of the total permit fees paid, and that no refunds will be given for permits that have already received one or more inspections. Plan Check Fees are non-refundable. I certify that I am the individual or authorized agent who originally made payment for the permit fees being requested for refund.

Additionally, a request for refund of fees not pertaining to those described in CBC, Section 108.6 Appendix, Chapter 1 & the City of Lathrop Master Fee Schedule, such as Development Fees, will require supplementary approval from the City Engineer of the Public Works Department.

**If refund is authorized, please mail check to:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use:

Processed By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Building Refund Amount: \$ \_\_\_\_\_ Developer Fee Refund Amount (IA): \$ \_\_\_\_\_

**Total Refund Amount: \$ \_\_\_\_\_**

Chief Building Official Authorization: \_\_\_\_\_ (Building Fees Only) Date: \_\_\_\_\_

City Engineer Authorization (IA): \_\_\_\_\_ (Development Fees Only) Date: \_\_\_\_\_