



# CITY OF PERRIS

DEVELOPMENT SERVICES DEPARTMENT  
BUILDING AND SAFETY DIVISION  
135 N. "D" Street, Perris, CA 92570-2200  
TEL: (951) 443-1029

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## Permit Cancellation and Request for Refund Policy

### ***2025 California Building Code Chapter 1, Section (A) 109.6 - Fee Refunds:***

1. The building official may authorize the refunding of any fee paid for building permit hereunder which was erroneously paid or collected.
2. The building official may authorize the refunding of not more than **60** percent of the permit fee paid when an application for permit for which a plan review fee has been paid is withdrawn or canceled before the plan review is started.
3. If a building project has already started construction than no refund of a permit fee will be granted. If the owner wishes to cancel a building permit prior to the start of construction then the Building Official may grant no more than a **60** percent refund of the permit fee paid.
4. The building official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than **180** days after the date of fee payment.

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This is to verify that I, \_\_\_\_\_, owner/contractor hereby authorize the cancellation of the building permit or application for the following project. I am also requesting a refund of fees as allowed by the 2025 California Building Code.

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

Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Return Refund To: \_\_\_\_\_

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

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**Signature**

**Date**

**Note: Refunds typically take approximately four (4) weeks to process.**