



Permit Cancellation and Request for Refund

**Town of Atherton
Building Department
80 Fair Oaks Ln
Atherton, California 94027
Phone: (650) 752-0560
Inspection requests:
(650) 752-0542**

Fee Refunds:

1. The building official may authorize the refunding of any fee paid hereunder which was erroneously paid or collected.
2. The building official may authorize refunding of 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan reviewing is done.
3. The building official may authorize refunding of 80 percent of the permit fee paid when no work has been done under a permit issued.
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.

All fields Required:

This is to certify 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 California Building Code and the Town of Atherton.

Project Address: _____

Building Permit Number(s) _____

The check will be payable to the applicant listed on the permit who paid the fees. If the check should be made payable to another party, a letter from the applicant approving this action must accompany your request.

Reason for Cancellation: _____

Contact Information:

Name: _____

Phone: _____

Address: _____

Signature: _____

Date: _____

Office use Only:

Approved by: _____

Date: _____