



***Permit Cancellation and Request for Refund***

- Provide the following in order to apply for a refund:
  - Original permit number and address.
  - Signed letter from the property owner indicating that the work was not performed.
  - Reason for cancellation.
  
- No refund can be granted after the building permit has expired, and there are no refunds granted for plan check fees.
  
- Refunds of School fees must be requested from the Livermore Unified School District.
  
- No refund will be granted when a year or more has elapsed since permit issuance.
  
- All requests for a refund must be in writing and for good cause.

2022 California Building Code Section 109.6 -Fee Refunds

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 California Building Code.

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

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

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

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

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

Phone# \_\_\_\_\_

**Signature**

**Date**

**Note: Refunds typically take approximately two (2) weeks.**

Updated 2023

City Hall  
Permit Center

Community Development Department  
1052 South Livermore Avenue  
Livermore, CA 94550

phone: (925) 960-4410  
TDD: (925) 960-4104

**www.LivermoreCA.gov**  
**email: permitcenter@livermoreca.gov**