



**City of Rohnert Park  
Development Services, Building Division**

130 Avram Avenue, Rohnert Park, CA 94928-1180

Phone: (707) 588-2240 Fax: (707) 794-9242

E-mail: [Building@rpcity.org](mailto:Building@rpcity.org)

Website: [www.building@rpcity.org](http://www.building@rpcity.org)

**PERMIT CANCELLATION AND REFUND REQUEST**

**To apply for a refund please provide the following information on the attached form:**

1. Permit Number
2. Site Address
3. Permit Issuance Date
4. Refund Application Date
5. Reason for permit cancellation.

The Building Division may schedule an on of the property to verify that previously permitted work was not completed.

**Refunds are subject to the following:**

- A. A request for refund must be made in writing to the Building Official within one hundred eighty (180) days of the date fees were paid. A refund shall not be made to any requests submitted after one hundred eighty (180) days of the date fees were paid.
- B. One hundred per cent (100%) of a fee erroneously paid or collected may be refunded.
- C. Ninety percent (90%) of the plan review fee may be refunded when an application for a permit for which a plan review fee has been paid is withdrawn, cancelled, expires or becomes void before any plan review effort has been expended. No portion of the plan review fee shall be refunded when any plan review effort has been performed.
- D. Ninety percent (90%) of the building, plumbing, electrical, and/or mechanical permit fee may be refunded when a permit for which some or all of these permit fees have been paid is withdrawn or cancelled before any work permitted has been initiated. No portion of these fees shall be refunded when any work was done and/or any inspections have been performed.
- E. The Building Official may authorize the refund of all or part of a fee in order to correct an error by the department. The details of such a refund shall be retained in the project file.
- F. Pass through fees are fees collected on behalf of the State and cannot be refunded by the City of Rohnert Park. You may contact the state agencies directly to request applicable refund.
- G. Refunds will be made payable to the person or company listed on the payment receipt on file for the permit.



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**PERMIT CANCELLATION AND REFUND REQUEST**

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

Permit Number(s): \_\_\_\_\_

Permit Issuance Date: \_\_\_\_\_

Refund Application Date: \_\_\_\_\_

Reason for cancellation: \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, owner/contractor hereby authorize the cancellation of the building permit for the above project. I am also requesting a refund of fees as allowed by the Rohnert Park Municipal Code Section 15.04.040.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

OFFICE USE ONLY	
Date Received	
Number of inspections conducted	
Recommended for Approval By	
TRAKIT Permit Status Updated to Canceled/Withdrawn	
REFUND RECIPIENT INFORMATION	
Name	
Address	
City, State, Zip	
Phone Number	
BUILDING OFFICIAL REVIEW	
Refund Status	
Building Official Signature	
ACCOUNTING USE ONLY	
Refund due per RP Municipal Code Section 15.04.040 – Administrative Provisions, Section 109.6 – Amended – Refunds	
Refunded By	