City of Union City – Economic and Community Development Department
Building Division
34009 Alvarado-Niles Road
Union City, CA 94587
(510) 675-5313
Fax (510) 475-7318

PERMIT CANCELLATION AND REQUEST FOR REFUND

California Building Code - 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 the refunding of not more than 80 percent of the permit fee paid when an application for permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is completed.

3. 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.

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: _____, Union City, CA 94587

Project Number: _____

Date Issued: _____

Amount Paid: $ _____

Return Refund to: _____

Address: _____

Phone #: _____

Reason for Cancellation: _____

_____

_____

_____ _____

Signature *Date*

Note: ***Please submit this form to the Union City Building Division. Refunds typically take approximately three (3) weeks.***