



City of Imperial Beach, California

COMMUNITY DEVELOPMENT DEPARTMENT

825 Imperial Beach Blvd., Imperial Beach, CA 91932 Tel: (619) 628-1356 Fax: (619) 424-4093

BUILDING PERMIT REQUEST FOR REFUND FORM

The Building Official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done upon permit issuance. The Building Official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any examination time has been expended. The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee or applicant not later than 365 days after the date of fee payment.

To request a refund, you must complete this form and submit it in person or mail, to the Community Development Department, at 825 Imperial Beach Boulevard, Imperial Beach, CA 91932, prior to the expiration of the permit.

Applicant or Permittee Information

First Name

Last Name

Company Name

Mailing Address

City

State

Zip

Phone Number

Email Address

Permit Information

Permit Number(s)

Project Address

Refund Justification (Please explain your reason for requesting an refund)

I hereby certify that the above statement is true

Signature

Title of Applicant

Date