



City of Burbank - COMMUNITY DEVELOPMENT DEPARTMENT  
**BUILDING & SAFETY DIVISION**  
**PERMIT CANCELLATION REQUEST**

ACTIVITY NO.  
BS \_\_\_\_\_

*THIS IS AN APPLICATION FOR CANCELLATION OF A BUILDING PERMIT ONLY.  
SUBMITTAL OF THIS REQUEST IS SUBJECT TO APPROVAL BY BUILDING DIVISION.*

JOB ADDRESS:

PERMIT NUMBER:

PERMIT HOLDER:

PERMIT HOLDER'S ADDRESS:

CITY/STATE/ZIP:

TELEPHONE:

EMAIL:

PROPERTY OWNER:

**A REQUEST FOR REFUND OF FEES MUST BE MADE BY THE PERSON, FIRM OR CORPORATION THAT PAID THE FEES:**

- **80% OF THE BASE PERMIT FEE IS REFUNDABLE PROVIDED NO INSPECTIONS HAVE BEEN PERFORMED**
- **FEES PAID FOR PLAN CHECK ARE NOT REFUNDABLE**
- **FEES COLLECTED ON BEHALF OF THE STATE AND PLAN ARCHIVE FEES ARE NOT REFUNDABLE**

**STATE THE REASON FOR THE REQUEST:**

**CERTIFICATION REQUIREMENTS**

**I understand that under provisions of California Building Code Section 114.1, it is unlawful for any person, firm, or corporation to erect, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of this code.**

Date: \_\_\_\_\_ Signature of Permit Holder: \_\_\_\_\_