



*City of Whittier*

**BUILDING & SAFETY DIVISION**

13230 Penn Street, Whittier, California 90602-1772  
(562) 567-9320 Fax (562) 567-2872

**Request for Refund**

Date \_\_\_\_\_

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

I, \_\_\_\_\_, as legal owner of the subject property, request a refund for permit number(s) \_\_\_\_\_

Issued to: \_\_\_\_\_ (name of permit holder), whose mailing address is: \_\_\_\_\_

I am requesting a refund for the following reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that there have been no inspections for this project, and no work has been performed.

**Please have an approved Request to Cancel Project form attached to this request.**

I understand that I am only eligible for a portion of the base fees paid for permits, and not the entire amount paid for the permit(s). I also understand that plan review fees are not refundable if any plan review has been performed.

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by: Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date