



DEVELOPMENT SERVICES DEPARTMENT
Building Safety Division

BUILDING REQUEST FORM

Date: _____

PERMIT / APPLICATION CANCELLATION
 PERMIT / APPLICATION REFUND

*Please check all that apply for this request. Return completed form:
mantecapermits@manteca.gov

Permit/Application(s) #: _____ Permit Type: _____

Project Address: _____

Provide following reason for this project's refund/cancellation request:

 Property Owner (Print Name) OR Property Owner (Signature)

 Contractor (Print Name) OR Contractor (Signature)

Mail Address: _____
Phone #: _____ Email Address: _____

I hereby request a refund of fees allowed by CBC 109.6 for the above-referenced project. I understand that fees are not refundable beginning 180 days after the date of application. I further understand that the maximum refund allowed is up to 80% of the permit fee paid, and that no refunds will be given for permits which have already received one or more inspections. Plan-check fees are non-refundable. I certify that I am the individual or firm principal who originally paid the permit fee.

Signature: _____ Date: _____

If a refund is authorized, make check out to:

Name: _____ Phone #: _____
Address: _____ City: _____ State: _____ Zip: _____
Special Instructions: _____

FOR OFFICE USE ONLY

Processed by: _____ Added note in system: Date: _____

Denied Reason: _____

Approved Refund amount: \$ _____ Warrant request submitted on: _____

***Attach supporting documentation of refund amount and forward to Admin for warrant processing.

Building Official Authorization: _____ Date: _____