



City and County of San Francisco
Department of Building Inspection
Finance Services – Refund Unit
 49 South Van Ness Avenue, Suite 500, San Francisco, CA 94103
 Phone: (628) 652-3555 E-mail: dbi.refund@sfgov.org



London N. Breed, Mayor

Patrick O’Riordan, C.B.O., Director

REQUEST FOR REFUND AND/OR PERMIT CANCELLATION FORM

(SEE BACK OF THIS FORM FOR INSTRUCTIONS)

SECTION I. JOB ADDRESS: (Please print clearly)			
Job Address:		Permit Application Number:	
SECTION II. REQUESTOR’S INFORMATION: (Please check all that apply)			
<input type="checkbox"/> REFUND		<input type="checkbox"/> CANCELLATION <i>(for permits approved and issued)</i>	
<input type="checkbox"/> Owner		<input type="checkbox"/> Contractor	<input type="checkbox"/> Other: _____
Name:		Company Name:	
Phone:		Email:	
Refund Check Made Payable to: (Refunds should be to original payer)		Where to Send Refund to: (Please print clearly)	
Name:		Address:	
Company Name		City, State, Zip	
SECTION III. CERTIFICATION			
Signature: <i>WET SIGNATURE REQUIRED or DOCUSIGN</i>		Date of Request:	
SECTION IV. TYPE OF PERMIT TO BE REFUNDED: (Only provide ONE number per permit application type per job address per form)			
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Plumbing Permit	<input type="checkbox"/> Electrical Permit	<input type="checkbox"/> Other: <i>(e.g., Street Space, etc.)</i>
SECTION V. REASON FOR REQUESTING REFUND/PERMIT CANCELLATION: (Please print clearly)			
SECTION VI. ATTACHMENTS: (Please Check All Applicable; All Documents for a Building Permit Cancellation MUST Be Original)			
<input type="checkbox"/> Building Permit Application	<input type="checkbox"/> Official Copy of Building Permit	<input type="checkbox"/> Job Card – For issued permit	<input type="checkbox"/> Authorization Letter to Release Refund to 3 rd Party (if applicable)
<input type="checkbox"/> Issued Plumbing Permit (Copy OK)	<input type="checkbox"/> Issued Electrical Permit (Copy OK)	<input type="checkbox"/> Board of Appeals Decision Notification	<input type="checkbox"/> Others (please specify):
FOR DBI STAFF USE ONLY			
Reviewed by:	First Name:	Last Name:	Date Stamp
Notes:			
Permit Status:	<input type="checkbox"/> OK to Cancel	<input type="checkbox"/> OK to refund	
Inspection History?	<input type="checkbox"/> Yes <input type="checkbox"/> No	District:	Inspector:

INSTRUCTIONS TO COMPLETE AND FILE A REFUND REQUEST FOR FEES PAID TO THE DEPARTMENT OF BUILDING INSPECTION

General Information

This REQUEST FOR REFUND FORM is used for permit cancellation and/or to request a refund for fees paid to the Department of Building Inspection. Withdrawal of a Permit Application must be completed before requesting a refund per Information Sheet G-06: <http://www.sfdbi.org/modules/showdocument.aspx?documentid=2188>

NOTE: Refunds are determined by the Building Official of the Department of Building Inspection, based on the San Francisco Building Code. For general questions regarding refunds, please consult Section 110A, Table 1A-R – Refunds, of the San Francisco Building Code by visiting: <http://www.amlegal.com/library/ca/sanfrancisco.shtml>. For refunds subject to the SF Electrical Code, permit fees may be partially refunded if cancellation request is made prior to commencement of the permitted work and within 90 days of the date of permit issuance per section 89.122(B).

- To request a refund, please provide all the requested information.
- If the name of the person/company requesting to receive the refund is different from the payer of the permit, a wet signed authorization letter from the payer is required before any eligible refund can be disbursed.
- Please keep copies of all documents you are submitting; original documents will NOT be returned.
- Refund requests can be delivered in person, completed via DocuSign or mailed to:
**Department of Building Inspection
Finance Services – Refund Unit
49 South Van Ness Avenue, Suite 500
San Francisco, CA 94103**
- To check on the status of a refund or to request a form via DocuSign, please send e-mail to: dbi.refund@sfgov.org or call (628) 652-3576 or (628) 652-3551

INSTRUCTIONS TO COMPLETE FORM:

SECTION I: JOB ADDRESS & PERMIT APPLICATION NUMBER (top of form)

- Provide the Job Address for which a refund is being requested.

SECTION II: REQUESTOR'S INFORMATION

- Check appropriate boxes.
- Print legibly your first and last names, including company name if applicable.
- Provide your contact information in case of questions.
- Provide name and address of the party to receive the refund check.
*****NOTE: If the name of the person/company receiving the check is different from the payer of the permit, a written authorization letter from the payer is required before funds can be disbursed.**

SECTION III: CERTIFICATION

- Sign and date.

SECTION IV: TYPE OF PERMIT TO BE REFUNDED

- Provide permit application number for which a permit cancellation and/or refund is being requested for the job address.
*****NOTE: (A) If requesting cancellation for a Building Permit, you must include the original pink application and job card. If the original has been lost or destroyed, you will need to obtain an "official copy" from the Records Management Division on the 4th floor at 49 South Van Ness or by contacting them at dbi.records3r@sfgov.org. (B) ONLY provide one (1) number per permit application type per job address per form.**

SECTION V: REASON FOR REQUESTING REFUND/PERMIT CANCELLATION

- State reason(s) why a refund is being requested for the permit application.
*****NOTE: To avoid denial of refund, please be clear and concise.**

SECTION VI: ATTACHMENTS

- Check all appropriate boxes and attach documents.
*****NOTE: All documents (pink application form and job card) for a Building Permit cancellation request MUST be original; NO photocopies or facsimiles will be accepted.** Copies of electrical or plumbing permits are acceptable.