



125 East College Street
Covina, CA, 91723
P) 626-384-5460
Building@covinaca.gov
www.covinaca.gov

REFUND REQUEST

IB-50

PERMIT CANCELATION AND REFUND POLICY

If a permit was issued and paid for, a permit applicant may receive 80% refund for **permit fees** if:

- There are no inspections on record **and**
- The permit is not expired

This does not include payment for any services provided, such as plan check fees and maintenance fees. If inspection fee was paid, but the permit was not issued they can receive 100% of that fee.

If a permit was not issued, the applicant may receive 100% refund for all services not provided (inspection(s), school fees, & permits fees). Refunds are not applicable towards services already provided.(plan check or review)

Notification of permit cancelation can be done via email to permits@covinaca.gov or via a letter stating that the applicant wishes to cancel a permit. **We will not issue refunds for permits with inspections or that are expired.** The applicant must state where the check should be mailed to.

The expiration date is 180 days during plan check (not issued permit) and 365 days after a permit has been issued. Checks are mailed out on **Thursdays only**. The deadline to submit the request for refund to the Building department are **Mondays** at 8am.

Any questions can be referred to the Building Department at 626-384-5460

Operating hours: Monday – Thursday from 7AM – 6PM, CLOSED for Lunch from 1 – 2 PM