



# Shasta County

DEPARTMENT OF RESOURCE MANAGEMENT  
1855 Placer Street, Redding, CA 96001

**Richard W. Simon, AICP**  
Director  
**Dale J. Fletcher, CBO**  
Building Official

**REQUEST FOR:**  
 REFUND     CANCELLATION  
Hold plans for pick up to 30 days:  Yes  No

I, \_\_\_\_\_, request a refund and/or cancellation for **Permit Number(s)**  
Print Name

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant

Date

The undersigned, under penalty of perjury, states that the above claim and the items as therein set out are true and correct; that no part thereof has heretofore been paid, and that the amount herein is justly due this claimant, and that the same is presented within one year after the last item thereof has accrued. Furthermore, if I am a county or district employee, I also certify that I have deducted the value of any personal gain I may have received including, but not limited to, cash back earned on a personal credit card, frequent flier miles, and room-stay rewards.

**Only the Applicant/Payee on the issued permit may receive the refund.**

For County Use Only

Payee/Claimant Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

**NOTE: Refunds will not be processed unless all information is completed.**

### BOTTOM PORTION FOR COUNTY USE

Approved     Not Approved: \_\_\_\_\_ by \_\_\_\_\_  
Date Name and Title

Reason: \_\_\_\_\_

Permit No.: \_\_\_\_\_

Applied

Issued     Inspections

Job not started

Job Incomplete

Suite 101  
AIR QUALITY MANAGEMENT DISTRICT  
(530) 225-5674  
(530) 225-5237

Suite 102  
BUILDING DIVISION  
(530) 225-5761  
FAX: (530) 245-6468

Suite 103  
PLANNING DIVISION  
(530) 225-5532  
FAX: (530) 245-6468

Suite 201  
ENVIRONMENTAL HEALTH  
(530) 225-5787  
FAX: (530) 225-5413

Suite 200  
AMINISTRATION & COMMUNITY EDUCATION  
(530) 225-5789  
FAX: (530)-225-5807