



City of San Mateo
Building Division
330 W 20th Ave
San Mateo, CA 94403
650-522-7172
www.cityofsanmateo.org

Building Permit Cancellation Procedure

Revised 10/24/2019

INFORMATION REQUIRED

A letter from the applicant and property owner with the following information is required prior to the cancellation of any building permit.

1. Name of property owner
2. Address of property
3. Building Permit Number
4. Description of work being done
5. Indicate reason for cancellation (There can be no work started)
6. Date of the request
7. Signature of permit applicant

REFUNDS

Refunds may be granted for permits not more than 180 days from the date of issuance.

1. No inspections or construction can have been performed.
2. Only 80% of the building permit fee may be refunded.
3. A copy of the cancelled check or receipt must be shown to verify person entitled to refund.
4. Cancelled/Expired permits over 180 days from issuance will not be granted refunds.

OFFICE PROCEDURE

A copy of this letter will be electronically scanned and attached to the Building Permit Number.

1. The permit can then be cancelled in the computer.
2. The permit will be finalized stating the reason for cancellation.