

Development Services Group

8401 Laguna Palms Way
Elk Grove, California 95758
elkgrove.gov/cdd

Building: 916.478.2235 or bldonline@elkgrove.gov
Development Engineering: 916.627.3436 or dengineering@elkgrove.gov
Planning: 916.478.2265 or planner@elkgrove.gov



REQUEST TO CANCEL PLAN REVIEW OR PERMIT

JANUARY 2026

APPLICANT INFORMATION	
Property Address:	Job No.:
Scope of Work:	Date of Request:
Contact Person:	Phone No:
Email Address:	

As the permit holder for the above project, cancellation of this permit or plan check is being requested. I acknowledge that issued permits are eligible for refund only if no inspections have been performed and the permit has not expired; plan checks are eligible for refund if the application is withdrawn prior to any plan check activity. All refunds are subject to a 20% administrative fee. Please forward any applicable refund as follows:

Payable to:

**The name provided above must match the name of the payee on file. Please provide a copy of the credit card receipt.*

Mailing Address (Street): _____

City:	State:	Zip Code:
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REASON FOR CANCELLATION

Print Name of Requestor:	Signature of Requestor:
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NOTE TO REQUESTOR:

- Please submit the completed cancellation form online to bldonline@elkgrove.gov processing.
- Allow between two to four weeks for a refund.

INTERNAL OFFICE USE:

Submitted to: _____

Refund Approved YES or NO

Account Number(s) _____

Refund Amount _____

Refund Amount _____

Refund Amount _____

Refund Amount _____

Approved by: _____

Total Refund Amount _____