

Projects that are abandoned and not voided or canceled are considered “Open Projects”. These project types are potential problems for future permit applicants. When an application is submitted to obtain a building permit for proposed construction associated with new work, or when an occupancy inspection is requested for the existing facility, open permits must be addressed and closed out before any additional project numbers can be assigned for new occupancy inspection requests.

Project Number Cancellation

The following procedures apply to projects where a permit has NOT been purchased. Note: Plan review and administrative fees are non-refundable

1. Submit a completed and notarized [Permit Cancellation Form \(CE-1206\)](#) via email to prptechs@houstontx.gov. (**NOTE:** Must be signed & dated by the property owner or an authorized employee of the building management firm. Persons other than the property owner must identify themselves and their official position or association with the company listed as the owner on the original application.)
2. Applicant will be notified when the project is canceled.

Permit Cancellation

The following procedures apply to permits only when fees have been paid.

1. Submit a completed and notarized [Permit Cancellation Form \(CE-1206\)](#) and other required documentation via email to the appropriate section. (**NOTE:** Must be signed & dated by the property owner or an authorized employee of the building management firm. Persons other than the property owner must identify themselves and their official position or association with the company listed as the owner on the original application.)
 - Electrical Inspections hpcelectricalsection@houstontx.gov
 - Mechanical Inspections mechanicalsection@houstontx.gov
 - Plumbing Inspections hpcplumbingsection@houstontx.gov
 - Structural Inspections structural.inspections@houstontx.gov
2. The request is reviewed by the manager who will determine if a full, partial or no refund will be granted.
3. Applicant will be notified when the permit is canceled and refunded, if applicable.

Refund Information

Permit refunds will only be issued in accordance with appropriate provisions of the Houston Construction Code and applicable City Ordinances.

- **Full Refund:** (1) Form must be submitted no later than 180 days after payment date AND (2) the fee was collected due to a city employee’s or automated iPermits error
- **Partial Refund:** The building official may authorize a partial refund for no more than 90% of the amount in excess of the minimum permit fee, administrative fee, and plan review fees. (1) The form must be submitted no later than 180 days after payment date AND (2) no work may be done under the permit issued.
- **No Refund:** (1) Form was not filed within 180 days of fee payment, (2) An error occurred because of incorrect information provided by the applicant and/or (3) Work has been done under the permit.

The administrative fee and plan review fees that were collected are non-refundable.