



2880 International Circle Colorado Springs, CO 80910

Telephone 719-327-2880

Web address – www.pprbd.org

HOW TO VOID OR CANCEL A PERMIT

Regional Building Department understands that there may be times when a permit is issued and then circumstances change. If there is a desire to void a permit, we require a **signed AND notarized letter** from an **authorized person** for the contractor holding the original permit, explaining the situation and requesting that the permit be voided. The void letter will be reviewed for approval by the Chief or Supervisor for the trade covering the permitted project. Examples of reasons that may be considered for voiding a permit include but are not limited to the contract being cancelled, work not being performed, change in the scope of work, etc.

If the permit is less than 60 days old and there have been no inspections, you may also apply for refund consideration by completing the permit refund application available online (go under “permits”, then “permit fees” and then choose “permit refund application”).