



To submit a refund request, please click [here](#).

Cancel Permit Request

I, _____, hereby request the cancellation of A/P# _____ for the job located at _____ San Antonio, TX _____.

Has work been performed in reference to this permit: Yes No

Last Activity Date: ____/____/____

The reason for the cancellation is as follows (be specific):

Note: An investigation will be initiated when submitting a cancel permit request.

I certify under penalty of perjury that I am the license holder or authorized agent for this permit. I also understand that I am responsible for paying any unpaid fees before this permit can be cancelled in the system with the Development Services Department.

Applicant/Permit Holder (Print)

Signature

Contact Phone Number

Date

(If applicable) Property Owner Name (Print)

Signature

Note: A separate application must be completed for each permit being cancelled.

All permits for General Repairs, Minor Repairs, Full Remodel, Trade work, & Sign Permits:

Email to: dsdlicense@sanantonio.gov Fax to: 210-207-0102

All permits for Solar, New Residential, New & Remodel Commercial:

Email to: dsdplansmanagement@sanantonio.gov

For Office Use Only:

Approved By: _____
 (Require Inspector's approval – If applicable)

Date: _____

Cancelled By: _____

Date: _____

License Holder/ Authorized Agent AC # _____

Duplicate/ Completion permit issued? Yes No Are any Fees Due: Yes No

(This form must be OLE'd to A/P in Hansen)