



Municipality of Anchorage



Handout AG.12

Permit Cancellation

Either of the following methods shall be used in canceling permits of any type issued under Title 23 of Anchorage Municipal Code.

1. **Cancellation Method 1:**
 - a. Cancellation by notifying the Building Safety Division in person. The permittee must surrender his copy of the permit and the original receipt for permit.
 - b. Cancellation by letter addressed to the Building Official accompanied by permittee's copy of permit and original receipt. The letter must include reference to the specific permit number.
2. **Cancellation Method 2:** Owner or prime contractor terminating a subcontractor's contract for any reason.

The owner or prime contractor must make this cancellation to the Building Safety Division in writing. Title and notarized signature of the owner or prime contractor or either party's agent (with evidence of authority) must be included. The notice shall include project name, legal description, all pertinent permit numbers. Include a signed copy of the notice of termination showing owner or prime contractor terminated subcontractors.

Involuntary cancellation initiated by any other legal action should be brought to the Building Official's attention.

The Building Official may authorize refunding of not more than 80 percent of the permit fee when no work has been done under the permit issued in accordance with the Anchorage Administrative Code.

The Building Official may authorize the refunding of 80 percent of the plan review fee when an application for a permit is withdrawn or canceled before plan review functions are performed.

This instruction supersedes all previous instruction concerning this subject matter.

Ron Thompson, Building Official
DATE: March 13, 2008
(Ref. 96-01, 00-03; 06-02)