

	<p>CITY OF HAWTHORNE BUILDING AND SAFETY 4455 WEST 126TH STREET, HAWTHORNE, CA 90250 TELEPHONE: (310)349-2990</p> <p>Request to Withdraw the Permit Application or Permit</p>	<p>INFO BULLETIN BC 105.8 June</p>
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Who May Withdraw the Permit Application / Permit?

The permit application / permit belongs to the owner of property regardless of who applied for and pulls the permit. Where architects, engineers, contractors, or others that are not the property owner apply for the permit, they are applying for the permit as an agent of the owner. Moreover, where a contractor pulls the permit, they are pulling the permit as an agent of the owner, so only the owner can withdraw the permit application or the permit.

Permit applications / permits related to work previously done without a permit may not be withdrawn.

How to Withdraw the Permit Application / Permit

Where requesting that a permit application or permit is to be withdrawn, the owner shall provide a notarized letter that identifies the site address, the permit application / permit number, the description of the proposed work, and the reason for the request. The letter shall also hold harmless the City of Hawthorne for any damages, physical or otherwise.

Where a permit has already been issued, the owner or owner’s agent shall request for an inspection. The inspector shall look for dangerous or unhealthy conditions and shall determine if there is no physical or health danger to the public.

Work that has already begun shall not be left in a state that is dangerous or unhealthy to the public, or made to look worse to the public than prior to the start of work.

Prior to Permit Issuance

The easiest time to withdraw a permit is prior to permit issuance. The withdraw request will be granted and paid fees minus the city’s expenses at the time that of that the request is received, as well as the processing fee, may be refunded.

Permitted Project

If a permit has been issued for the project—

1. An inspection of the site shall be required to verify field conditions regardless if work has begun or not.
2. If work has not commenced and the structure is safe to occupy, the withdraw request may be granted and the any fees minus expenses may be returned to the applicant.
3. If work has commenced—
 - 3a. A stop work is issued for the project.
 - 3b. Where only minor work is done, and/or the site is safe to occupy—
 - 1) The withdraw request may be granted and the any fees minus expenses may be returned to the applicant.
 - 2) The applicant of record shall have description of work within the permit held by the City of Hawthorne revised to reflect only the work done that is verified at the time of the inspection.