Submit Cancellation Request Step 1

Submit through the Public Portal, email, or in person.

Step 2 **BPRS** Review

 Cancellation request is reviewed for completeness and confirms fee(s) for services rendered are paid in full.

Step 3IF Denied

• Cancellation request is incomplete or insufficient, incomplete condition notice generated and visible on the Public Portal.

IF Fee(s) Owed, Pay Outstanding Balance

 Outstanding balance must be paid in full prior to scheduling a cancellation inspection.

Step 5 **BPRS Review Approved**

 BPRS now determines if cancellation can be administratively cancelled or a site visit is required.

Step 6 IF an Adminstrative Cancellation

BPRS will finalize cancellation request.

Step 7 IF Site Visit is Required

• Customer schedules cancellation inspection. Review cancellation correspondence in Public Portal prior to scheduling 910.

Step 8 IF Inspection is **DENIED**

 Cancellation Denial letter is generated and viewable on the Public Portal.

Return to Step 2

Step 9 IF Inspections is APPROVED

BPRS reviews inspectors findings.

Step **10 Cancellation Authorization Issuance**

 Cancellation authorization is generated and viewable on the Public Portal.

End of Process

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Return to Step