



**DEPARTMENT OF HEALTH CARE ACCESS AND INFORMATION
OFFICE OF STATEWIDE HOSPITAL PLANNING AND DEVELOPMENT**

**INSTRUCTIONS FOR PROJECT CANCELLATION / WITHDRAWAL NOTICE
(HCAI-OSH-129)**

Note: This form is REQUIRED for canceling or withdrawing a project.

Facility

- Enter the Department of Health Care Access and Information (HCAI) project number.
- Enter the HCAI facility identification number.
- Enter the name of the facility as it appears on the facility license.
- Enter the HCAI building number and building name where the work is to be performed.
- Indicate the type of facility as it is licensed.

Record Detail

- Enter the record/project name.
- Enter a detailed description of the work to be performed.

Application Specific Information – Project Cancellation / Withdrawal

- Read both statements, and acknowledge by initialing on the lines provided.
- Indicate the current status of the project that is to be canceled / withdrawn. If construction has already begun, an HCAI Compliance Officer must be contacted and an HCAI Field Visit Report must be included with this Notice.

Applicant

Note: A Project Cancellation / Withdrawal Notice must be requested by the Administrator, Authorized Agent, or the Legal Owner.

- Indicate if this Notice is being submitted by the Administrator, Authorized Agent (attach authorization), or the Legal Owner, print their respective name, provide their signature, and date.

For construction in Northern California, Seismic Review and Clinics, submit to:

Email: OSHPDSacProjectSupport@hcai.ca.gov

"or by mail"

Department of Health Care Access and Information
Office of Statewide Hospital Planning and Development
2020 W. El Camino Ave., Suite 800
Sacramento, CA 95833
Phone: (916) 440-8300
Fax: (916) 274-0102

For construction in Southern California, Seismic Review and Clinics, submit to:

Email: OSHPDLAProjectSupport@hcai.ca.gov

"or by mail"

Department of Health Care Access and Information
Office of Statewide Hospital Planning and Development
355 South Grand Avenue, Suite 1900
Los Angeles, CA 90071
Phone: (213) 897-0166
Fax: (916) 274-0102