APPLICATION FOR REFUND OF BUILDING/SIGN PERMIT

I am returning the placard for the following:  □ Building Permit  □ Sign Permit

Permit No. __________________________  Date Issued __________________________

Tax Map Key________________________  Permit Fee Paid_____________________

*Request is hereby made for a refund of fees as follows:

a.  □ One half of fee paid, since it has been decided not to commence work.

b.  □ Full amount of fee paid, since this permit is a duplicate of Permit No. ______ already issued for the same work.

c.  □ __________________________________________________________

Please make warrant payable to:

Name: ____________________________
Address: __________________________

_________________________  Signature of Applicant  ______________________  Tel. No.

*Note:  No refund of permit fee shall be made where amount is less than $100.00.

FOR OFFICE USE AND VERIFICATION

a.  Non-commencement of work

Original Permit Expiration Date________________________
New Expiration Date (if extended)________________________
Amount of Building Permit Refund Due $__________________

New Permit  □ has been obtained for the purpose of recommencing the same work.
  □ has not been obtained for the purpose of recommencing the same work.

b.  Duplicate permit  □ verified  □ not verified.

c.  __________________________________________________________

This application  □ has been filed within the deadline specified.
  □ has not been filed within the deadline specified.

Checked by: ____________________________  Date: ____________________________

BUILDING INSPECTOR’S CHECK
(To be filled in only if request is due to non-commencement of work)

Work on this permit  □ was started  □ was not started.

Field inspection completed on: ____________________________
Inspector: ____________________________  Date: ____________________________

□ Approved for Refund  □ Disapproved

Division Head: ____________________________  Date: ____________________________

To:  Director of Budget and Fiscal Services  Date: ____________________________

A request for refund of fees has been made for Building Permit No. __________________________
issued on __________________________.  It is recommended that the amount of $__________ be refunded to the above-named person or firm.

_________________________  Director of Planning and Permitting  ______________________

g:forms/refund (Rev. 2/19)