

(PREPARE ONE COPY)

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 \$10.00.

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