

CANCELLATION and/or REFUND REQUEST FORM

(Please check mark and print)

I am the, Applicant: <input type="checkbox"/>				Property owner: <input type="checkbox"/>		Authorized agent: <input type="checkbox"/>		Licence Owner: <input type="checkbox"/>	
Project Number: _____				Municipal Address: _____					
Name/Company: _____									
Mailing Address: _____									
City: _____			Postal Code: _____			Telephone Number: _____			
The plans I submitted									
Please return: <input type="checkbox"/>			Can be destroyed: <input type="checkbox"/>			No documents submitted: <input type="checkbox"/>			
Requesting for a:			Cancellation: <input type="checkbox"/>			Refund: <input type="checkbox"/>			
Applicant's signature: _____					Date: _____				
Reason for Request: _____									

Due to the nature of this document, personal information may be collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and Section 642 of the Municipal Government Act and/or Section 63 of the Safety Codes Act. If you have any questions on the collection and use of this information, please contact the FOIP Representative at 311.

ADMINISTRATION FEES - 2012

<p>Licence Fees</p> <ol style="list-style-type: none"> 1) Licence fees, non-resident licence fees, referral fees and service fees are NOT refundable. The only exceptions are if a licence is NOT issued, or in the the City Manager (or delegate) approves a refund of the licence fee or non-resident fee. A \$40.00 service fee is retained for administration costs, unless otherwise determined by the licence inspector. 2) Dog and Cat Licences may only be refunded upon approval by the licence inspector (refer to David Leeb – Director, Animal Services). <p>Development Application Fees</p> <ol style="list-style-type: none"> 1) No refunds will be granted for development applications if circulation has commenced or if a decision has been made. 2) Where circulation has not commenced, \$100.00 or 20% of the development permit fee (whichever is greater) will be retained for administration costs. <p>Building Permit Fees</p> <ol style="list-style-type: none"> 1) Refunds will only be considered if applied for within 90 days of the permit being issued and if no construction has occurred. 2) For House Combo Permits, a minimum combined fee of \$416.00 will be retained for administration costs. 3) For Building Permits, \$100.00 or 20% of the building permit fee (whichever is greater) will be retained for administration costs. <p>Electrical Permit Fees</p> <ol style="list-style-type: none"> 1) Refunds will only be considered if applied for within 90 days of the permit being issued and if no construction has occurred. 2) \$100.00 or 20% of the Electrical permit fee (whichever is greater), will be retained for administration costs. <p>Plumbing & Gas Permit Fees</p> <ol style="list-style-type: none"> 1) Refunds will only be considered if applied for within 90 days of the permit being issued and if no construction has occurred. 2) \$100.00 or 20% of the Plumbing & Gas permit fee (whichever is greater) will be retained for administration costs. <p>Heating & Ventilation Permit Fees</p> <ol style="list-style-type: none"> 1) Refunds will only be considered if applied for within 90 days of the permit being issued and if no construction has occurred. 2) \$100.00 or 20% of the Heating & Ventilation permit fee (whichever is greater) will be retained for administration costs. <p>Safety Code Fees / Lot Grading Fees / Sewer Permit Fees / Water Usage Fees / Sanitary Sewer Trunk Charge Fees</p> <ol style="list-style-type: none"> 1) Any of these types of fees collected during the permit process will be refunded 100% if a permit is cancelled. <p>Compliance Certificate Fees</p> <ol style="list-style-type: none"> 1) No refunds <p>Encroachment Agreement Application Fees</p> <ol style="list-style-type: none"> 1) Where circulation has not commenced, \$100.00 will be retained for administration costs. 2) Once circulation has commenced, the application fee plus the applicable GST will be retained for administrative costs, regardless of whether the application is approved or refused.

TO BE COMPLETED BY CITY OF EDMONTON PERSONNEL

EMPLOYEE COMMENTS: WHAT REVIEW DID YOU DO ON THIS PROJECT?

WHAT REFUND DO YOU RECOMMEND?: _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

<u>Cost Element #</u>	<u>Cost Centre</u>	<u>Tax Code</u>	<u>Description</u>	<u>Refund</u>
800295	171913	PE	Building Permit fee (**\$)	\$ _____.
800295	171914	PE	Development Application Fee	\$ _____.
800295	171905	PE	Electrical permit fees (**\$)	\$ _____.
800295	171901	PE	Gas Permit fee (**\$)	\$ _____.
800295	171912	PE	Heat & Vent. Permit fee (**\$)	\$ _____.
800295	233516	PE	Lot Grading fee (100%)	\$ _____.
800295	171911	PE	Plumbing Permit fee (**\$)	\$ _____.
262630		PE	Safety Codes fee (100%)	\$ _____.
800295	171904	PE	Sewer Permit fee (**\$) (100%)	\$ _____.
800295	171907	PE	Water Usage fee (100%)	\$ _____.
Sanitary Sewer Trunk Charge			To be refunded by Drainage Branch (100%)	\$ _____.
800295	174200	PE	Business / other licence fees	\$ _____.
800295	174210	PE	Pet fees	\$ _____.
800295	604110	PE	Taxi / Chauffeur fees	\$ _____.
800195	174200	PE	Meter parking permit fees	\$ _____.
800295	172002	PT	File/Plan Search	\$ _____.
262170		PT	J17MU GST	\$ _____.
800295	172104	PE	Compliance Certificate	\$ _____.
800195	172101	PT	Encroachment Agreement	\$ _____.
800295	665530	PE	Curb Crossing Permit fee	\$ _____.

****\$** Reminder to the Technical Advisors. Refund Safety Codes fees in the Safety Codes fee account.

AUTHORIZED BY: _____ / _____ **AUTHORIZED REFUND** \$ _____.

Note: Refunds under \$10,000 require two signatures. Refunds exceeding \$10,000 also require Branch Manager Signature