

CANCELLATION AND/OR REFUND REQUEST FORM

APPLICANT INFORMATION

Applicant Name:

Who or what company should the refund cheque be issued to:

Contact Phone Number:

Address

City:

Province:

Postal Code:

REQUEST DETAILS

Project Number:

Municipal Address:

Provide detailed information for the following four sections below.

1. This request is for:

- ☐ Cancellation
- ☐ Refund
- ☐ Cancellation & Refund

2. The plans I submitted:

- ☐ Please Return
- ☐ Can be destroyed
- ☐ No plans were submitted

3. I am the:

- ☐ Applicant
- ☐ Property Owner
- ☐ Authorized Agent
- ☐ Licence Owner
- ☐ City of Edmonton Staff

4. Reason for request:

The applicant certifies the information provided on this application is accurate and complete.

Signature:

Date:

WHERE TO APPLY

Development Services, HSBC Bank Place
5th floor, 10250 - 101 Street NW
Edmonton, AB T5J 3P4
Monday - Friday, 8:30 to 4:30 pm

Cancellation & Refund Form | 05.16

QUESTIONS?

Phone: **311** or if outside of Edmonton
780-442-5311
Email: **SDCurrentPlanning@edmonton.ca**

DO NOT COMPLETE – FOR STAFF USE ONLY

Justification and Refund Recommendation (Based on Administration Fees):

Employee Name (Print): _____ Date: _____

COST ELEMENT	COST CENTRE	TAX CODE	DESCRIPTION	(GL CODE)	REFUND AMOUNT
800295	171914	PE	Development Application Fee	(4811)	\$_____.
800190	171921	PT	Development Approval Fee	(4920)	\$_____.
800190	171301	PT	Pre-Application Meeting Fee	(4920)	\$_____.
800295	665530	PE	Curb Crossing Permit Fee	(4833)	\$_____.
800295	171919	PE	Notification Fee	(4813)	\$_____.
800295	171910	PE	Sign Building Permit (**\$)	(4807)	\$_____.
800295	171913	PE	Building Permit Fee (**\$)	(4810)	\$_____.
800295	093255	PE	Hoarding Agreement Rental Fee (**\$)	(4802)	\$_____.
800295	171905	PE	Electrical Permit Fee (**\$)	(4929)	\$_____.
800295	171901	PE	Gas Permit Fee (**\$)	(4800)	\$_____.
800295	171912	PE	Heat & Vent. (HVAC) Permit Fee (**\$)	(4809)	\$_____.
800295	171911	PE	Plumbing Permit Fee (**\$)	(4808)	\$_____.
800295	233516	PE	Lot Grading Fee (100%)	(4830)	\$_____.
800295	171904	PE	Sewer Permit Fee (**\$) (100%)	(4803)	\$_____.
290750	BA 23		Sanitary Sewer (Single/Duplex) Fee	(4836)	\$_____.
290705	BA 23		Sanitary Sewer (Multi-Family) Fee	(4835)	\$_____.
800295	171907	PE	Water Usage Fee (100%)	(4805)	\$_____.
262630	BA 17	PE	Safety Codes Fee (100%)	(4834)	\$_____.
800295	174200	PE	Business Licence Fee	(4828)	\$_____.
800295	604110	PE	Vehicle For Hire	(4999)	\$_____.
800295	171103	PE	Vendor – Street	(4856)	\$_____.
800295	241545	PE	Pet Licence Fee	(4904)	\$_____.
800295	172002	PT	Search of File	(4821)	\$_____.
800295	172104	PE	Compliance Certificate	(4824)	\$_____.
800195	171104	PT	Encroachment Application Fee	(4859)	\$_____.
800195	093255	PT	Encroachment Agreement	(4822)	\$_____.
262170		PT	GST (J17MU)	(4800)	\$_____.
(**\$) Refund Safety Codes Fees in the Safety Codes Fee line (CC 262630 GL 4834)					

AUTHORIZED BY: (TWO SIGNATURES REQUIRED)

AUTHORIZED REFUND: \$_____.

SIGNATURE ONE: _____ PRINT NAME: _____ Date: _____

SIGNATURE TWO: _____ PRINT NAME: _____ Date: _____

BRANCH MANAGER AUTHORIZATION: (FOR REFUNDS EXCEEDING \$10,000)

SIGNATURE: _____ PRINT NAME: _____ Date: _____

ADMINISTRATION FEES

DEVELOPMENT APPLICATION FEES

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, \$ 102.00 or 20% of the development permit fee (whichever is greater) will be retained for administration costs.
3. To request cancellation of an Approved Development Permit, the Landowner must provide a written request to the Development Officer.

PRE-APPLICATION MEETINGS FOR MAJOR DEVELOPMENT PERMIT “MEETING REQUEST FEE”

1. Meeting request cancelled the same day as application will receive a full refund.
2. Meeting requests for jobs that are not in scope, or that do not have the required information, will be cancelled automatically and \$51.00 (plus GST) will be retained for administration costs.
3. Where circulation has not commenced, and when the cancellation request is submitted 2 weeks before the scheduled meeting date, \$102.00 (plus GST) will be retained for administrative costs.
4. Cancellation requests that occur after circulation has commenced, or within 2 weeks of the scheduled meeting date, will not be eligible for a refund.

BUILDING PERMIT FEES

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 \$456.00 will be retained for administration costs.
3. For Building Permits, \$102.00 or 20% of the building permit fee (whichever is greater) will be retained for administration costs.

ELECTRICAL PERMIT FEES

1. Refunds will only be considered if applied for within 90 days of the permit being issued and if no construction has occurred.
2. \$102.00 or 20% of the building permit fee (whichever is greater) will be retained for administration costs.

PLUMBING & GAS PERMIT FEES

1. Refunds will only be considered if applied for within 90 days of the permit being issued and if no construction has occurred.
2. \$102.00 or 20% of the building permit fee (whichever is greater) will be retained for administration costs.

HEATING & VENTILATION PERMIT FEES

1. Refunds will only be considered if applied for within 90 days of the permit being issued and if no construction has occurred.
2. \$102.00 or 20% of the building permit fee (whichever is greater) will be retained for administration costs.

SAFETY CODE FEES / LOT GRADING FEES / SEWER PERMIT FEES / WATER USAGE FEES / SANITARY SEWER TRUNK CHARGE FEES

1. Any of these types of fees collected during the permit process will be refunded 100% if a permit is cancelled.

LICENCE FEES

1. Licence fees, non-resident licence fees, referral fees and service fees are NON-refundable. The only exceptions are if a licence is NOT issued, or if the City Manager (or delegate) approves a refund of the licence or non-resident fee. A \$46.00 service fee will be 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 Director, Animal Services).

COMPLIANCE CERTIFICATE FEES

1. No refunds

ENCROACHMENT AGREEMENT APPLICATION FEES

1. Where circulation has not commenced, \$102.00 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.

WHERE TO APPLY

Development Services, HSBC Bank Place
5th floor, 10250 – 101 Street NW
Edmonton, AB T5J 3P4
Monday – Friday, 8:30 to 4:30 pm

QUESTIONS?

Phone: **311** or if outside of Edmonton
780-442-5311
Email: **SDCurrentPlanning@edmonton.ca**