CANCELLATION AND/OR REFUND REQUEST FORM

*For **POSSE** projects.*

APPLICANT INFORMATION

PRINT

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 three sections below.

1. This request is for:

- ☐ Cancellation
- ☐ Refund
- ☐ Cancellation & Refund

2. I am the:

- ☐ Registered owner of the noted property
- ☐ Applicant/Authorized Agent and have permission from the registered owner of the noted property to cancel this application and request fee refund
- ☐ Business Licence Owner
- ☐ City of Edmonton Staff

3. Reason for request:

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

Applicant Signature:	Signature Date:

Cancellation & Refund Form | 09.23.2026

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WHERE TO APPLY

Edmonton Service Centre
***2nd floor**, 10111 – 104 Avenue NW*
Edmonton, AB T5J 0J4
Monday – Friday, 8:00 to 4:30 pm

QUESTIONS?

*Phone: **311** or if outside of Edmonton*
780-442-5311
*Email: **developmentservices@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)	$_____.____
800260	171914	PE	Development Permit Inspection Fee	(4891)	$_____.____
800190	171921	PT	Development Pre-Application Meeting Fee	(4920)	$_____.____
800295	172108	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)	$_____.____
800195	093255	PE	Hoarding Agreement Rental Fee (**$)	(4802)	$_____.____
800295	171905	PE	Electrical Permit Fee (**$)	(4829)	$_____.____
800295	171901	PE	Gas Permit Fee (**$)	(4800)	$_____.____
800295	171912	PE	Heat & Vent. (HVAC) Permit Fee (**$)	(4809)	$_____.____
800295	171911	PE	Plumbing Permit Fee (**$)	(4808)	$_____.____
800295	178502	PE	Lot Grading Fee	(4830)	$_____.____
800295	171904	PE	Sewer Permit Fee (**$) (100%)	(4803)	$_____.____
800811	175245	NT	Sanitary Sewer (Single/Duplex) Fee	(4836)	$_____.____
800811	175245	NT	Sanitary Sewer (Multi-Family) Fee	(4835)	$_____.____
204715	BA 17	PE	Water Usage Fee (100%)	(4805)	$_____.____
262630	BA 17	PE	Safety Codes Fee (100%)	(4834)	$_____.____
800100	707311	PT	Fire Business Inspection Fee	(4812)	$_____.____
800200	707311	PE	Fire Safety Code Fee (100%)	(4817)	$_____.____
800295	93265	PE	Business Licence Fee: Year 1	(4828)	$_____.____
800925	93265	PE	Business Licence Fee: Year 2	(4909)	$_____.____
262170	BA 09	PT	BA 09 GST	(4882)	$_____.____
800295	604110	PE	Vehicle For Hire	(4999)	$_____.____
800295	660391	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	BA 17	PT	BA 17 GST	(4880)	$_____.____
800295	178401	PE	Subdivision Application Fee	(4841)	$_____.____
800295	178402	PE	Endorsement Fee	(4842)	$_____.____
800195	178403	PT	Ad Fees – Rezoning	(4843)	$_____.____
800295	178404	PE	Rezoning Application Fee	(4844)	$_____.____
800295	178407	PE	ASP/NSP Fee	(4847)	$_____.____
800195	178408	PT	Ad Fees – Plan	(4848)	$_____.____
800295	178409	PE	Road Closure Fee	(4849)	$_____.____
800295	178413	PE	Land Development Application Fee	(4853)	$_____.____
800195	447379	PT	Building Pre-Application Meeting Fee	(4857)	$_____.____
262170	BA 70	PT	BA 70 GST	(4883)	$_____.____

(**$) Refund Safety Codes Fees in the Safety Codes Fee line (CC 262630 GL 4834)

AUTHORIZED REFUND: $ 0.00____.____

AUTHORIZED BY: (TWO SIGNATURES REQUIRED)

INITIATOR: _____ PRINT NAME: _____ Date: _____

SUPERVISOR: _____ PRINT NAME: _____ Date: _____

APPROVAL: [EXPENDITURE APPROVAL PROXY OFFICERS (UP TO $10,000), DIRECTORS (UP TO $100,000), BRANCH MANAGER (OVER $100,000)]

SIGNATURE: _____ PRINT NAME: _____ Date: _____

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ADMINISTRATION FEES

In cases where a permit has been incorrectly applied for and work has NOT commenced, the full fee amount (without application of the administration fee) may be transferred or refunded.

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, $120.00 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 $53.00 (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, $120.00 (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 received within 90 days of the permit being issued and if no construction has occurred.
2. $120.00 or 20% of the permit fee (whichever is greater) will be retained for administration costs.

ELECTRICAL PERMIT FEES

1. Refunds will only be considered if received within 90 days of the permit being issued and if no construction has occurred.
2. $120.00 or 20% of the Electrical permit fees (whichever is greater) will be retained for administration costs.

PLUMBING, GAS & SEWER PERMIT FEES

1. Refunds will only be considered if received within 90 days of the permit being issued and if no construction has occurred.
2. $120.00 or 20% of the Plumbing & Gas permit fees (whichever is greater) will be retained for administration costs.

HEATING & VENTILATION PERMIT FEES

1. Refunds will only be considered if received within 90 days of the permit being issued and if no construction has occurred.
2. $120.00 or 20% of the Heating & Ventilation permit fees (whichever is greater) will be retained for administration costs.

SAFETY CODE FEES / WATER USAGE FEES / SANITARY SEWER TRUNK CHARGE FEES / FIRE SAFETY CODE FEES

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

LOT GRADING FEES

1. Where a Lot Grading Plan has not been processed, a full refund of the lot grading fee will be granted.
2. Where a Lot Grading Plan has been processed, 20% of the lot grading fee will be retained for administrative costs.
3. Where a decision has been made on a Lot Grading Plan, no lot grading fee refund will be granted.

LICENCE FEES

1. Licence fees, non-resident licence fees, consultation 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 service fee will be retained for administration costs, unless otherwise determined by the licence manager.
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, $120.00 will be retained for administration costs.
2. Once circulation has commenced, the application fee plus the applicable GST will be retained for administrative costs,

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