

REFUND OF FINAL INSPECTION DEPOSIT

Please fill out this form to request the **Final Site Inspection** and the refund of the **Final Inspection Deposit** (deposit paid at the time of issuance of the Building Permit).

A final inspection must be requested (and pass) within **12 months of the installation inspection of a septic system** for permits related to septic installation **OR** within **12 months from the date of occupancy for a dwelling unit** for permits related to new dwelling units. Deposits are paid and refunded separately by permit type (septic vs dwelling unit).

REFUND INFORMATION

Permit Number: _____ Roll Number: _____

Address of Property: _____

Date of Issuance: _____ Amount Deposited: _____

Date of Occupancy of Dwelling Unit(s): _____

Date of Installation Inspection for Septic System: _____

Name and Address of Refund Recipient:

Requested By: _____ Date Request Submitted: _____

Signature: _____

Office Use Only

APPROVAL

Date Received: _____

Date of Final Inspection: _____ Amount to be Refunded: _____

Director of Development Services

Date Submitted to Corporate Services

Corporate Services to provide confirmation of refund to Development Services Department.