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| <b>Brandon and Area Planning District<br/>POLICY AND PROCEDURE MANUAL</b>         |                                    | <b>POLICY INDEX NO:</b><br>FIN - 02                              |
|  | <b>ADOPTED BY:</b><br>BAPD Board   | <b>Page 1 of 1</b>   |
|   | <b>DATE:</b><br><b>May 3, 2018</b> |  |
| <b>TITLE:</b><br>PERMIT REFUNDS   |                                    | <b>DATE LAST REVIEWED<br/>AND AMENDED:</b><br><b>May 3, 2018</b> |

### 1. PURPOSE

Expectations and guidelines on responding to requests for refunds of permit fees.

### 2. POLICY

Refunds will only be issued to the payee recorded on the official receipt.

### 3. BUILDING PERMITS

A valid permit may be cancelled within 90 days of the issuance of the permit but must be cancelled in writing by the applicant. The permit fee will be refunded less \$100.00 or 25%, whichever is greater. In addition, if any inspections have taken place a fee of \$65 per inspection will be retained by the applicable district member. Whenever a permit is revoked under a provision of a building by-law, no portion of the permit fee shall be refunded.

### 4. PLUMBING PERMITS

A valid permit may be cancelled within 90 days of the issuance of the permit but must be cancelled in writing by the applicant. The permit fee will be refunded less \$50.00. No work may have been started or inspected in order to be eligible for a refund. Refunds will not be issued on fixture requests in error.

**5. PLANNING APPLICATIONS** (including but not limited to Variation Orders, Conditional Use Orders, Subdivisions, Development Plan Amendments, and Zoning By-law Amendments)

- i. **City of Brandon:** A refund may be considered in the first two weeks following the receipt of a planning application. There will be no refund once the maps and/or mail lists have been prepared.
- ii. **Elton and Cornwallis:** A refund may be considered in the first two weeks following the date of receipt of a planning application. There will be no refund once the maps and/or mail lists have been prepared.