



TOWN OF MANCHESTER - BUILDING INSPECTION DIVISION

494 MAIN STREET

P.O. Box 191

MANCHESTER, CT 06045-0191

PHONE: 860-647-3052

Permit Cancellation and Application Fee Refund Request

Please be advised that building permit(s) and any payments made thereon, are the exclusive property of the owner of record of the named property. All requests to cancel permit(s) and/or refund application fee(s), require written authorization from the owner of record. Refund requests must be submitted within sixty (60) days of permit issuance and construction must not have commenced. Each refund request shall be subject to a minimum \$50 Administrative fee, plus any plan review expenses incurred. Refunds will be processed at the discretion of the Chief Building Official or their designee.

Address for which permit cancellation and/or refund is requested:

Permit #	Scope of work	Has work commenced?		Requesting		INTERNAL USE ONLY			
		Yes	No	Cancel	Refund	Fees paid	Assigned Insp	Plan Rev time	Refund Amount

Reason for Cancellation/Refund:

Property Owner of Record: _____
Address: _____ Town: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ E-mail: _____

Certification: I hereby certify that I am the owner of record of the named property, and as such are submitting this request.

I request any refund of fees be sent to: Owner of record. Recipient listed below:

Name: _____

Address: _____ **Town:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____ **E-Mail:** _____

Signature of Property Owner of record

Printed name of signatory

Date

Permit Cancellation & Application Fee Refund Request - Internal use only -

Property Address: _____

- | | | |
|---|--------------------------|--------------------------|
| | <u>Yes</u> | <u>No</u> |
| 1. Has a permit been issued? Issued Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have inspections started? | <input type="checkbox"/> | <input type="checkbox"/> |

3. Copy of original invoice & receipt for payment of permit fees attached.....
4. Record permit(s) as "INACTIVE" in EnerGov.....
5. Copy to EnerGov permit File folder.....

6. Enter assigned inspector and fees paid for each permit:

<u>Permit #</u>	<u>Assigned Inspector/FM</u>	<u>Bldg Dept Fees Paid</u>	<u>FMO Fees Paid</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Assigned Inspector

7. Provide estimated amount of time for plan review:

- | | | |
|-----------------------|-------|-----------|
| a. Building Official: | _____ | _____ hrs |
| b. FMO: | _____ | _____ hrs |
| c. Health: | _____ | _____ hrs |
| d. Eng, W & S: | _____ | _____ hrs |
| e. Zoning: | _____ | _____ hrs |

I support refunding the following amount of the paid Building permit fee listed above: \$

Chief / Asst Chief Building Official's signature

Date

I support refunding the following amount of the Fire Marshal permit fee listed above: \$

Fire Marshal / Deputy Fire Marshal's signature

Date

TOTAL TO BE REFUNDED: \$ _____