

CONSTRUCTION DAMAGE DEPOSIT REFUND REQUEST

NAME OF PAYEE: _____		DATE: _____
PERMIT #: _____		
BUILDING CIVIC ADDRESS: _____		
REFUND IS TO BE PAID TO: _____		
**REFUND WILL BE PAID TO ORIGINAL PERMIT HOLDER UNLESS ORIGINAL PERMIT HOLDER DIRECTS OTHERWISE		
_____		** Signature of Original Permit Holder
MAILING ADDRESS: _____		
CITY: _____	PROVINCE: _____	POSTAL CODE: _____
TYPE OF PERMIT: _____		
<small>(i.e. Single Family Dwelling, Alteration, Addition, Commercial, Industrial, etc.)</small>		
NOTICE TO APPLICANT: Water, Meter Box Lid, Sewer and Storm Sewer Inspection pipe caps at the property line <u>must be exposed and available for inspection.</u> Road and curb must be clean.		
<small>The personal information on this form is collected under the general authority of the <i>Community Charter and Freedom of Information & Protection of Privacy Act (FOIPPA)</i> and is protected in accordance with <i>FOIPPA</i>. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or foi@ladysmith.ca.</small>		
FOR OFFICE USE ONLY		
BUILDING INSPECTOR*: _____		(Date: _____)
<small>(*signature confirming flatwork and final lot grading inspection performed, any deficiencies noted are the responsibility of the owner.)</small>		
DATE OF INSPECTION: _____	COMMENTS: _____	

SUPERVISOR OF ENGINEERING SERVICES*: _____		(Date: _____)
<small>(*signature assuring no damage to municipal property.)</small>		
COMMENTS: _____		

TREASURER* _____		(Date: _____)
<small>(*signature to authorize refund)</small>		
COMMENTS: _____		

DATE RECEIVED BY ACCOUNTS PAYABLE _____

Distribution:	
	Engineering
	Building Inspector
	Finance & A/P
	Applicant

AMOUNT OF DEPOSIT: \$ _____

LESS: DEDUCTIONS _____

REFUND: 10-426110-0000 \$ _____

