



## Reconciliation of Permit Fee Form

(City of Burlington Code of Ordinances Chapter 8 section 8-28)

### **SECTION "A" OFFICE USE ONLY**

1) Owner of Property:	1)
2) Property address: (street number street name)	2)
3) Building Permit Number (located in the top right hand box xx-xxxxx)	3)
4) General Contractor name & address:	4)
A) Estimated Cost of Construction for the Building Permit on the date the permit was issued:	\$
<b>B) Estimated Cost of Construction for the sub trades on the day they were issued.</b> (Please place zero where not applicable) a) Electrical ..... b) Electrical Control Wiring ..... c) Mechanical (HVAC)..... d) Plumbing..... e) Fire Alarm ..... f) Sprinkler..... g) Suppression ..... h) Other _____	\$ ..... \$ ..... \$ ..... \$ ..... \$ ..... \$ ..... \$ ..... \$ .....
<b>C) Total estimated cost of construction by adding A &amp; B:</b>  (If box C is larger than box D, ONLY complete boxes E, F & G below)	\$
<b>SECTION "B" (D thru I)</b> <b>TO BE COMPLETED BY PROPERTY OWNER</b>	
<b>D) "Actual cost of the total construction project" at the completion date of the project:</b> (If box D is larger than box C, ONLY complete boxes H & I)	\$

← Please continue onto the reverse side. →

An Equal Opportunity Employer

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<b>*** REFUND TO CUSTOMER ***</b>	////////////////////////////////////
E) If box C is greater than box D subtract Box D from Box C and enter the amount.	\$
F) Multiply the dollar amount in box E by .00850 (\$8.50/\$1000).  <b>Note: The amount shown represents over paid permit fees and this credit is awarded to the customer.</b>	\$
G) Name and address to whom the credit is owed in the amount indicated in box F.	<b><i>A SIGNED W-9 IS REQUIRED WHERE REFUND IS DUE.</i></b>
<b>*** PERMIT FEES OWED TO THE CITY ***</b>	////////////////////////////////////
H) Subtract Box C from Box D and enter the amount here.	\$
I) Multiply the dollar amount shown in box H by .00850 (\$8.50/\$1000).  <b>Note: The total shown is the amount owed to the City of Burlington for under paid permit fees. Please make checks payable in the amount shown to: DPW/ISD Inspection Services</b>	\$

**ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED.**

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Property Owners Signature

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Date

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Building Inspectors Signature

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Date

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Assistant Director of Public Works Signature  
**(Signature required when credit is owed in the amount shown in Box F)**

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Date

<b>FOR OFFICE USE ONLY</b>
<b>Note to record:</b> This document is not required to be filed with the Clerk's Office; therefore, the \$10.00 recording fee is not required. If the owner wants this document filed with the City Clerk's Office they may do so themselves.