



# INSPECTION SERVICES DIVISION

www.burlingtonvt.gov/dpw

DPW-Pine Customer Service dpw-pinecustomerservice@burlingtonvt.gov

Specific to the Burlington City Code of Ordinances – Chapter 8 Section 8-28

refund shall not reduce the fee to less than the minimum of twenty dollars (\$20.00).

## RECONCILIATION OF PERMIT FEE FORM

*"Actual" cost shall include all change orders to all trades as a "project".*

### Property Information

(\* Required)

\*Owner of Property: \_\_\_\_\_

\*Phone number: \_\_\_\_\_ \*Email Address: \_\_\_\_\_

### Project information

\*Building Permit Number: # \_\_\_\_\_

\*Name of permit holder: \_\_\_\_\_

\* Actual and final amount paid by owner to complete the project \$ \_\_\_\_\_

\*Owners Signature: \_\_\_\_\_

\* Name & address to whom will receive refunds: \_\_\_\_\_

Attach all supporting documentation to complete this procedure

\*\*\*\*\*

### DEPARTMENT OF PUBLIC WORKS USE ONLY

*Estimated Cost of Construction provided to the City at the start of the project*

Building..... \$ \_\_\_\_\_

Fire Alarm...\$ \_\_\_\_\_

Electrical.....\$ \_\_\_\_\_

Sprinkler.....\$ \_\_\_\_\_

Plumbing.....\$ \_\_\_\_\_

Suppression...\$ \_\_\_\_\_

Mechanical.....\$ \_\_\_\_\_

Other..... \$ \_\_\_\_\_

Electrical Control.... \$ \_\_\_\_\_

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***Fee calculations reporting difference relating estimated cost and actual cost of construction***

A) Total Estimated Cost of construction on permit records \$ \_\_\_\_\_

B) Actual Cost paid out by owner to complete the project \$ \_\_\_\_\_

***FEEES OWED ON ADDITIONAL COST OF PROJECT***

C) Amount difference between A & B where ***Line A is Larger than Line B:***

\$ \_\_\_\_\_ X.00850 = \_\_\_\_\_

***REFUND FOR OVER PAID FEE AMOUNT***

***refund shall not reduce the fee to less than the minimum of twenty dollars (\$20.00).***

(D) Place the Amount difference between A & B where ***Line B is Larger than Line A:***

\$ \_\_\_\_\_ X.00850 = \_\_\_\_\_ Minus \$20.00 = \_\_\_\_\_

Building Inspectors Signature \_\_\_\_\_

Assistant Director of Public Works Signature \_\_\_\_\_

(Signature required for refund amounts indicated in line "D")