CITY OF VANCOUVER

COMMUNITY SERVICES GROUP
Licences and Inspections
By-Law Administration and
Records Services Branch

REFUND REQUEST FORM

DATE : _____

ADDRESS: _____

_____

_____

THIS IS A REQUEST FOR A REFUND ON APPLICATION / PERMIT NUMBER: _____

ATTACH COPY OF RECEIPT RECEIPT NUMBER: _____

REASON FOR APPLYING FOR REFUND: (PLEASE NOTE THERE IS AN $85.00 ADMINISTRATION FEE)

_____

_____

_____

_____

NAME OF PERSON / COMPANY REFUND IS TO BE SENT TO:

_____

_____

_____

TELEPHONE NUMBER: _____

NOTE: DEVELOPMENT PERMIT APPLICATION REFUNDS ARE PROCESSED BY THE PLANNING DEPARTMENT

A REFUND WILL BE FORWARDED TO THE NAME SHOWN ON THE RECEIPT UNLESS A LETTER IS SUBMITTED FROM THAT PERSON WITH INSTRUCTIONS INDICATING OTHERWISE.