



Building Deposit Refund Request Form

Building Department-Development Services Division
 171 Main St. | Penticton B.C. | V2A 5A9
 P: (250) 490-2501 | E: buildinginfo@penticton.ca



Effective Date: June 1, 2021

- Please allow a minimum of 3 weeks for payment processing.
- Refund cheques are mailed by Canada Post. Please include current mailing address and allow for delivery time.
- **The refund will be returned to the original Payer of the permit fees.**

Civic Address of Project: _____

Building Permit #: _____

Applicant: Company Name: _____

Contact Name: _____

Mailing Address: _____

Unit/House/Street

City

Province

Postal Code

Email: _____ Phone: _____

Building Department Security Deposit Types

Check All that apply

<input type="checkbox"/> Partial Occupancy Security Deposit	<input type="checkbox"/> Delayed Demolition Security Deposit
<input type="checkbox"/> Foundation Only Permit Security Deposit (Complex Buildings)	<input type="checkbox"/> Relocating a Home (inc a manufactured home) Security Deposit
<input type="checkbox"/> Temporary Building Permit Security Deposit	<input type="checkbox"/> Other:

For all deposits above, please complete this form and submit to buildinginfo@penticton.ca

Step Code/ Energy Efficiency Incentives and Rebates– see page 2

Please Print Name (owner/agent): _____ Signature (owner/agent): _____ 

For Office Use Only: Building Official:	Folder(s): BP #:	Distribution: <input type="checkbox"/> Building Clerk <input type="checkbox"/> Building Official <input type="checkbox"/> Adjustment Batch: <input type="checkbox"/> Accounting:	Date Received:	Approval Date:
			Original Payee:	

Refund Process for Energy Efficient Homes Incentives (Step Code):

- | | |
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| <ul style="list-style-type: none"> Attach a copy of the Mid-Construction Verification Report and/or As-Built Compliance Report along with your request form. | <ul style="list-style-type: none"> Ensure reports are fully completed. Submit report to greenbuild@penticton.ca along with this request form. |
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Check All that apply

See reverse for Step Code Rebate

Requirements:

<input type="checkbox"/>	Mid-Construction Blower Door Test <ul style="list-style-type: none"> ○ Permit issued since Jan 1, 2020 	<ul style="list-style-type: none"> ○ Eligible Amount: \$250.00 ○ New Simple (Part 9) residential projects, where a mid-construction blower test is performed. ○ Refund is per residential building. 	<ul style="list-style-type: none"> ○ Complete and submit <i>Mid-Construction Verification Report</i> from Energy Advisor. See BC Energy Step Code for forms
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Step Code Rebate:

Eligible amount : 5% rebate of building permit fee

<input type="checkbox"/>	Step Code Rebate: Achieve Step 4 <ul style="list-style-type: none"> ○ Permit issued since Jan 1, 2021 	<ul style="list-style-type: none"> ○ Any residential dwelling achieving a minimum of Step 4 of the BC Step Code at time of Occupancy. 	<ul style="list-style-type: none"> ○ Complete and submit copy of <i>As-Built Compliance Report</i> from Energy Advisor. See BC Energy Step Code for forms
<input type="checkbox"/>	Step Code Rebate: Achieve Step 3 <ul style="list-style-type: none"> ○ Permit issued: Jan 1, 2020 – Dec 31, 2020 	<ul style="list-style-type: none"> ○ Any residential dwelling achieving a minimum of Step 3 of the BC Step Code at time of Occupancy. 	

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Signature (owner/agent):

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This information is collected by City of Penticton under section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA). The information collected will be used to process your application(s). If you have any questions about the collection, use or disclosure of your personal information, please contact the Head of FOI at City of Penticton at 250-490-2400.

Forms are updated periodically. Please ensure you have the most recent edition

Office Use: 1490-09 Forms Management\Building Dept\Application Packages\Payments\BuildingRefundForm