

**APPLICATION FOR REBATE OF PERMIT FEES**

**Note:**

- You must have a valid building permit or Legalizing Existing Suite (LES) occupancy permit before submitting this application.
- Rebates will be processed once all the relevant permits have been closed and the Occupancy Permit has been issued; the rebate will take 6 to 8 weeks to receive.
- A portion of the LES fee is rebated based on the year the process was started (75% in 2009 and 2010, 50% in 2011 and 25% in 2012 or later). The entire permit fee is rebated for eligible building. Please note that not all plumbing permit fees are eligible for rebate. Some permits may need to be pro-rated to include only those fees paid towards the secondary suite/garden or garage suite.

**1. APPLICANT INFORMATION**

<b>Name:</b>		<b>Phone:</b>	
<b>Address:</b>		<b>Fax:</b>	
		<b>Email:</b>	

**2. PROJECT INFORMATION**

<b>Construction Address:</b>	Same as above:		or specify:	
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Permit Type:	Permit Number: It is your responsibility to provide all applicable permit and file numbers to ensure receipt of eligible rebates.	Fee: If fee is not known, please leave blank.
Building Permit	BPA	\$
Plumbing Permit	PPA	\$
Legalizing an Existing Suite	LES	\$
Discretionary Use Permit	DUP	\$

<b>Description of Work</b> (check one and describe below if necessary):	Construction of new One-Unit Dwelling (with Secondary Suite):	Conversion: Adding a Secondary Suite to an existing One-Unit Dwelling:
Legalizing an Existing Secondary Suite	Other (please describe below):	Garden Or Garage Suite ( <b>NEW</b> )

I hereby certify that the information contained in this form is correct and complete.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**APPROVED** (Planning & Development Branch Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**  
PR:                      Date:     /     /                      Amount: