



Building Permit Fee Refund Application Historic Preservation

The **property owner is eligible for a refund** of the building portion of permit fees. The property owner should submit the application at the time of application for a Certificate of Approval from the Historic Preservation Office, located at 1100 10th Street, Ste 201. Upon completion of the project, the Historic Preservation Commission must approve the application before the refund can be issued (a quorum of at least 4 Commissioners must approve the application at a regularly scheduled Commission meeting). The refund of the fee is only available if the completed work complies with applicable criteria, standards and guidelines as approved by the Historic Preservation Commission.

**The application must include a copy of the Permit Receipt from the City of Greeley Building Inspection Office (located at 1100 10th Street). The Permit Receipt shows the breakdown of permit fees, including the building portion of the fees (building valuation). The refund includes fees for interior and exterior work, as long as the Historic Preservation Commission approves the work.

(Please print legibly)

Property Owner Name: _____

Property Owner Address: _____

Phone: (W) _____ **(H)** _____

E-mail address: _____

Building permit number: _____ **Site Address:** _____

Total Permit Fee: \$ _____

Building Valuation Portion of Fee: \$ _____

*Building Valuation portion of fee is the only portion of the fee eligible for the refund.

A fee refund based on the building permit portion of the project fees paid will be processed by the City of Greeley Finance Department following completion of the project

and approval of the Building Inspection Division and the Historic Preservation Commission.

Required attachment: Permit Fee Receipt from the Building Inspection office.

Property Owner

Date

City of Greeley Approvals:

Chief Building Official

Date

Chair, Historic Preservation Commission

Date

Return completed application to the Historic Preservation Office, 1100 10th Street, Ste 201, Greeley, CO 80631 for refund. The Commission will make the final approval at their meeting. The Historic Preservation Specialist will process the application. Expect the refund to be mailed to the address on the application.