



Building Permit Fee Refund Application Historic Preservation

The **property owner and/or contractor who applied for the permit is eligible for a refund** of the building portion of permit fees. The applicant should submit the application in accordance with the Building Permit Fee Refund Policies adopted by the Historic Preservation Commission. Historic Preservation Staff will review and determine all applications unless review is required by the Historic Preservation Commission. Decisions will be based on the Secretary of the Interior's Standards and will be in accord with the definitions of restoration, preservation and rehabilitation as established by the Secretary of the Interior.

**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 interior and exterior projects that comply with the refund policy.

**Application for the refund must be made to the Historic Preservation Office within 60 calendar days after the final inspection and/or Certificate of Occupancy or Certificate of Completion is issued, whichever is earlier.

Property Owner or Contractor Name: _____

Property Owner or Contractor Address: _____

Phone: (W) _____ (H) _____ (C) _____

E-mail address: _____

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

Final Inspection Date/Certificate of Completion or Occupancy Date: _____

Total Permit Fee: \$ _____

***Building Valuation Portion of Fee: \$ _____**

*Building Valuation portion of fee is the only portion of the fee eligible for the refund and excludes sales tax.

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 Staff or Historic Preservation Commission.

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

Property Owner or Contractor Signature _____ Date _____

City of Greeley Approvals:

Chief Building Official _____ Date _____

Historic Preservation Specialist (staff approvals) _____ Date _____

Chair, Historic Preservation Commission (if required) _____ Date _____

Return completed application with permit receipt attached to the Historic Preservation Office, 1100 10th Street, Ste 201, Greeley, CO 80631 for refund. The Historic Preservation Specialist will process the application. Expect the refund to be mailed to the address on the application.