



Energy-Efficient Homes Refund Request

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

penticton.ca

Effective Date: January 1, 2021

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

Please complete this form and submit to greenbuild@penticton.ca

- Attach a copy of the Mid-Construction Verification Report and/or As-Built Compliance Report along with your request form.
- Ensure reports are fully completed.
- Please allow a minimum of 3 weeks for payment processing.
- Refunds cheques are mailed by Canada Post. Please include current mailing address, if different and allow for delivery time.
- **The refund will be returned to the original Payer of the permit fees.**

Civic Address: _____

Building Permit #: _____

Applicant: (if applicant is other than owner, attached signed Agency Agreement required)


Company Name: _____

Contact Name: _____

Address: _____

Unit/House/Street _____ City _____ Province _____ Postal Code _____

Email: _____ Phone: _____

Check All that apply:	Step Code/Energy Efficiency Incentive	Requirements:
<input type="checkbox"/>	Mid-Construction Blower Door Test <ul style="list-style-type: none"> • Permit issued since Jan 1, 2020 • Refund is per residential building. 	<input type="radio"/> Eligible Amount: \$250.00 <input type="radio"/> New Simple (Part 9) residential projects, where a mid-construction blower test is performed.
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 	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 	
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: _____
<small>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.</small>		

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

Office Use: 1490-09 Forms Management\Building Dept\Application Packages\Payments\EnergyEfficiencyRefund.docx