

Tornado Relief Program (TRP)
Dayton Permitting and Inspection Fee Refund Application

The Dayton City Commission has authorized a temporary waiver of building and zoning fees for permits and inspections directly related to storm recovery restoration work relative to the damage caused by the May 27, 2019 tornadoes. If a property owner or their contractor has already paid a fee for tornado-related permit or inspection repairs, the property owner may apply for a refund. Applications for a permit or inspection fee refund must be received by December 31, 2020.

Applications can be submitted in person by the property owner at the City of Dayton, Division of Building Services, 371 W. Second Street, Dayton, Ohio 45402. If a property owner is unable to apply in person, an original notarized application can be mailed or delivered to the above address.

Eligibility:

In order to receive a permitting or inspection fee refund, an existing property must have been impacted by the May 27, 2019 tornadoes, and be:

1. Located in a neighborhood identified as being impacted by the severe weather, and
2. Constitute an existing structure listed on the City's tornado damaged property inventory list.

Any such property is ineligible if any of the following were true as of May 27, 2019:

1. Property has delinquent property taxes and/or other fees due (including, but not limited to street light assessments, mowing charges, etc.).
2. Property has outstanding zoning or housing citations.

Requirements for a damage permit fee refund:

1. A completed refund application must be signed by the property owner. The property owner signing the form must match the name(s) on record with the Montgomery County Recorder.
2. The owner must either:
 - a. Appear at the Division of Building Services office at 371 W. Second Street, Dayton, Ohio 45402 during normal business hours (8:30 a.m. – 4:30 p.m. Monday – Friday) and present a valid form of identification with their fee refund application, or
 - b. Submit an original notarized application via mail or other delivery.
3. If the property owner is a business entity, such as a corporation, partnership, or limited liability company, an owner, partner, member, officer, or employee thereof may apply on behalf of the business. The applicant must also provide written evidence of their authority to represent the business entity respecting their application.
4. A copy of the permit and/or inspection receipt from the City of Dayton is preferred.

Note:

The City of Dayton will review all refund applications which will typically take three business days.

The City reserves the right to deny a refund application or to request additional information in order to verify the property was damaged during the May 27, 2019 tornadoes. This information could include, but is not limited to insurance claims, FEMA documents, photographs of the damage, and/or a property inspection by a City of Dayton Inspector.

A refund will only be issued to the individual or business entity that originally paid the permit and/or inspection fees to the City of Dayton.

Fees originally paid by Cash, Check, or Money Order will be processed through the Finance Department. Credit card payments will be refunded to the original card used.

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Property Information:

Property Address(es): _____

Parcel Number(s): R72 _____

Type of Property (circle one): Residential Commercial

Contractor or Architect Information: (Optional)

Name: _____ Phone: _____

Address: _____ Email: _____

Signature: _____ City Registration #: _____

(if applicable)

If the work is being done by the property owner, please enter "Not applicable" above.

Property Owner Information:

I hereby attest that I am the owner of the subject property, and all of the following are true:

- That my property was damaged by the May 27, 2019 tornadoes, and
- That I am aware that the applicable fees, if determined to be eligible, will be refunded by the City of Dayton to the individual or business entity that paid the fees, and
- That I did not have any property citations, delinquent property taxes and/or other fees due as of May 27, 2019.

Owner Name (print): _____

Email: _____ Phone: _____

Mailing Address (if different): _____

Signature: _____ Date: _____

Witnessed by City Staff: _____ (unless notarized below)

STATE OF _____)

COUNTY OF _____)

On this day of _____, 20____, _____ (name) personally appeared before me, a Notary Public in and for the State of _____, who acknowledged signing this application for himself/herself, to be a voluntary act and deed.

Notary Public
My commission expires:

Office Use Only

Received by: _____ Date received: _____

Reviewed by: _____ Date reviewed: _____

Approved / Denied by: _____ Date: _____