



Planning and Economic Development Department  
 Licensing and By-Law Services  
 330 Wentworth St N.  
 Hamilton, ON L8L 5W3  
[www.hamilton.ca](http://www.hamilton.ca)  
 Phone: (905) 546-2782 option #2 Fax: (905) 540-6280

## REQUEST TO REVIEW FEES APPLICATION

FOR OFFICE USE ONLY	
Non-Refundable Fee <b>\$108.00</b> \$95.58 + \$12.43 (HST)	
Fees subject to change yearly	
RECEIPT NUMBER	DATE
PAYMENT TYPE	RECEIVED BY

**APPLICANTS MUST INCLUDE THE NON-REFUNDABLE FEE WITH THE APPLICATION.**

PLEASE PRINT CLEARLY

<b>FILE INFORMATION</b>	MUNICIPAL ADDRESS TO WHICH FEES WERE APPLIED	
	OFFICER (if known)	FILE NUMBER
<b>APPLICANT INFORMATION</b>	FIRST AND LAST NAME	
	PHONE NUMBER	EMAIL ADDRESS
	PROPERTY OWNER? <input type="checkbox"/> YES <input type="checkbox"/> NO	TENANT? <input type="checkbox"/> YES <input type="checkbox"/> NO
	Acting on Behalf of Owner or Tenant? <input type="checkbox"/> YES <input type="checkbox"/> NO	Permission Letter from Owner attached: <input type="checkbox"/> YES

**Please explain why you feel the fees should be reviewed.**


More space available on reverse


**Submit the completed request form and fee:**

<b>In person at:</b>	Licensing and By-Law Services Office 330 Wentworth St N Hamilton, ON Mondays & Wednesdays, 8:30am to 4:30pm	Licensing and By-Law Services Office City Hall – 1 <sup>st</sup> Floor 71 Main St W, Hamilton Monday to Friday, 8:30am to 4:30pm
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Payment may be made by: Cash, Debit Card, Visa, or MasterCard.

**By Mail to:** Licensing and By-Law Services Office  
330 Wentworth St N, Hamilton  
L8L 5W3

Cheques or money orders must be payable to the City of Hamilton. **Please do not send cash by mail.**

**Email to:** mle@hamilton.ca (a payment link will be emailed after the application is received)

FOR OFFICE USE ONLY	
DECISION	<input type="checkbox"/> APPROVE REQUEST <input type="checkbox"/> DECLINE REQUEST
Reason for Decision:	
REVIEWED BY:	DATE:
SENT TO TAX DEPT:	DATE: