

# MEMORANDUM

To: Vicki Tessmer, Supervisor, Board Records  
Thru: Tammy Boggs, Sr Fiscal Services Manager, Building and Development Services  
From: Tracy Brainard, Fiscal Specialist  
Date: February 20, 2018  
Subject: Refund Request – \$ 578.41

---



Due to the dollar amount of the attached refund request, Board approval is required prior to Finance issuing the refund check to the customer.

---

Please place this request on the Board's consent agenda. Once approved, please forward to Finance to have the check issued and email a copy of the Board approval to me at [tracy.brainard@mymanatee.org](mailto:tracy.brainard@mymanatee.org).

Thank you for your help!

Building & Development Services Department  
1112 Manatee Avenue West  
Bradenton, FL 34205  
Phone number: (941)748-4501

# MEMORANDUM

To: Finance  
From: Tracy Brainard  
Date: February 20, 2018  
Thru: Tammy Boggs, Senior Fiscal Services Manager,  
Building and Development  
Subject: Refund



Please process the following refund request:

Petitioner: Neal Signatory Homes LLC
5800 Lakewood Ranch Blvd
Sarasota, FL 34240

Description: Permit Cancelled
-------------------------------

Reason for Request: customer cancelled contract. Refunding portion of FBCSC10 and New Res'd. Per policy 50% will be refunded. Customer will have to contact Utilities and the Fire Department to request refunds from them.
---

Permit #	Fee ID	Account#	Amount
17111851	FBCSC10	147.0000000.208008	\$ 14.11
17111851	NEWRES	147.0000000.322041	\$ 564.30

--

Recommendation: Approved (X) Deny ( )
---------------------------------------

Refund Total \$578.41

Building & Development Services Department  
1112 Manatee Avenue West  
Bradenton, FL 34205  
Phone number: (941) 748-4501



Building & Development Services  
 Permitting Section  
 1112 Manatee Ave W 4<sup>th</sup> Floor  
 Bradenton, FL 34205  
 Phone: (941) 748-4501  
 www.myanatee.org

**BUILDING PERMIT FEE REFUND REQUEST FORM**

No refund will be made for any fee, or portion thereof, on any payments equal to or less than \$150.00 unless they result from an error on the part of the County. All refunds will be at 50% of the amount greater than \$150.00, or as determined by the Director or designee. No refund shall be granted if work has commenced or if permit has become inactive or expired. No refund shall be granted for permits exceeding six months from application/issue date. All refund requests must be accompanied by a validated receipt or cancelled check and a written statement showing the reason for the request along with any other pertinent information. Refund checks will be made out to the person/company/contractor that made the payment on the receipt(s).

DATE OF REQUEST: 2/7/18 PERMIT NUMBER: 17111851 947 River Wind Circle

PERMIT APPLICATION/ISSUE DATE (circle one): In permitting - Not issued

REQUESTOR'S NAME: Kay Westberry AMOUNT REQUESTED:     

PAYOR: PERSON/CONTRACTOR/COMPANY Neal Signature Homes, LLC

REMITTANCE ADDRESS FOR REFUND CHECK: 5800 Lakewood Ranch Blvd

CITY: Sarasota STATE: FL ZIP CODE: 34240

REASON FOR REFUND REQUEST: Homebuyer Cancelled Contract on new home to be built. Builder submitted permit - Paid Fees of \$7,253.82 however; requesting to void permit and receive applicable refund.

***For Fiscal Use Only***

Date Refund Processed: \_\_\_\_\_ Board Approval Required: yes no

Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_

Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_

Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_

TOTAL REFUND: \_\_\_\_\_ Notes put on permit: yes no

Date Refund Check Issued: \_\_\_\_\_ Check Number: \_\_\_\_\_



Permit Number

OK

Date/Time	Date of Record	Operator	Note
2018-02-09 15:15:59	02/09/2018	cruiz	RECVD LETTER TO VOID PERMIT, ALSO SL
2017-12-04 14:54:02	12/04/2017	cruiz	Hi Ladies.

Detail Note

Date of Record

Reminder Date

Note Code

RECVD LETTER TO VOID PERMIT, ALSO SUBMITTED REFUND REQUEST SENT TO ACCOUNTING(PER CINDI OKAY TO VOID PERMIT)

OVR

Neal Signature Homes LLC

5800 Lakewood Ranch Blvd  
Sarasota, FL 34240

1-888-720-4429

SunTrust Bank

64-79/611

VOID

VOID

VOID  
Date  
Nov 30, 2017

VOID  
Check Number  
8:00021968

Pay

*\*Seven Thousand Two Hundred Fifty Three Dollars 82 Cents\**

Amount  
\$7,253.82

VOID

VOID

VOID  
Per

*Handwritten Signature*

VOID

To  
The  
Order  
Of

Manatee County  
P.O. Box 1000  
Bradenton, FL 34206

Per

VOID

VOID

VOID

PAYABLE IN DOLLARS

VOID

⑈00021968⑈ ⑆061100790⑆ 8800636196⑈



Residential/Commercial Permit Administration

---

Date: 2/9/18

RE: Cancellation of permit

To Whom It May Concern:

On behalf of our

client Neal Signature Homes LLC

Please cancel permit no. 17111851

address 947 RIVER WIND CIRCLE

Should you have any questions, please contact us at [paperchasepermit@aol.com](mailto:paperchasepermit@aol.com) or call 941-756-5388.

Thank You,

A handwritten signature in cursive script that reads "Deena Martini".

Paper Chase Permit Service Inc.  
941-756-5388

---

MANATEE COUNTY

Item 1 of 6

PERMIT INVOICE

OPERATOR: PERMWEB

COPY # : 0

Sec:14 Twp:34S Rng:19E Sub:0524401 Blk: Lot:9  
 PARCEL ID .....: 524412459

DATE ISSUED.....: 12/11/17  
 INVOICE #.....: 810008465  
 REFERENCE ID # ...: 17111851

SITE ADDRESS .....: 947 RIVER WIND CIR  
 SUBDIVISION .....:  
 CITY .....: 3400  
 IMPACT AREA .....: DSE

OWNER .....: NEAL SIGNATURE HOMES LLC  
 ADDRESS .....: 5800 LAKEWOOD RANCH BLVD  
 CITY/STATE/ZIP ...: SARASOTA, FL 34240

RECEIVED FROM ....: NEAL SIGNATURE HOME  
 CONTRACTOR .....: NEAL, JOHN A LIC # CBC1257901  
 COMPANY .....: NEAL SIGNATURE HOMES LLC  
 ADDRESS .....: 5800 LAKEWOOD RANCH BLVD  
 CITY/STATE/ZIP ...: SARASOTA, FL 34240  
 TELEPHONE .....: (941) 328-1053

FEE ID	UNIT	QUANTITY	AMOUNT	PD-TO-DT	THIS REC	NEW BAL
FBCSC10	2.50%	1128.60	28.22	0.00	28.22 ✓	0.00
FEMFDR	FLAT RATE	1.00	500.00	0.00	500.00	0.00
NEW RESD	SQUARE FEET	3762.00	1128.60	0.00	1128.60 ✓	0.00
UCSSFIF	SwrFIF	1.00	3027.00	0.00	3027.00	0.00
UCSWDC	Wtr Direct Co	1.00	600.00	0.00	600.00	0.00
UCSWFIF	WtrFIF	1.00	1970.00	0.00	1970.00	0.00
TOTAL PERMIT :			7253.82	0.00	7253.82	0.00
METHOD OF PAYMENT		AMOUNT	NUMBER			
CHECK		7253.82	8-00021968			
TOTAL INVOICE		7253.82				

Permit Fees

Permit Information

Permit Number  Status

PARCEL ID

Address

Owner Name

OK

Back

Fee ID	Cor	Units	Quantity	Fee Amount	Post Date	Paid to Date	Fee Balance
FBCSC10			1128.60	28.22	11/27/2017	28.22	0.00
FEMFDR			1.00	500.00	11/27/2017	500.00	0.00
IFAD2016			2698.00	167.00	11/27/2017	0.00	167.00
IFEDF2016			2698.00	6127.00	11/27/2017	0.00	6127.00
IFLAW2016			2698.00	670.00	11/27/2017	0.00	670.00
IFLIBR2016			2698.00	359.00	11/27/2017	0.00	359.00
IFPK2016			2698.00	1621.00	11/27/2017	0.00	1621.00
IFPS2016			2698.00	361.00	11/27/2017	0.00	361.00
IFRESRDSE			2698.00	6322.00	11/27/2017	0.00	6322.00
NEW RESD			3762.00	1128.60	11/27/2017	1128.60	0.00
UCSRFDC			1.00	300.00	11/28/2017	0.00	300.00
UCSSFIF			1.00	3027.00	11/28/2017	3027.00	0.00
UCSWDC			1.00	600.00	11/28/2017	600.00	0.00
UCSWFIF			1.00	1970.00	11/28/2017	1970.00	0.00

Totals

Fees	23180.82
Credits	0.00
Total	23180.82
Paid to Date	7253.82
Fee Balance	15927.00

Fee Information

Credit Information

Fee Information

Fee ID

Units

Quantity

Fee Amount

Paid to Date

Fee Balance

Contractor ID

After Fact

After fact

Multiplier





Permit Information

Permit Number \* 17111851

Status \* V - Void

Master Number  Notes 2

Project

Apply Date \* 11/27/2017 Operator dwinters

Permit Issue Date  Operator

Certificate Issued  Operator

Certificate Type

Certificate Number

Location Information

Address \* 947 RIVER WI

City/State/Zip 3400

PARCEL ID 524412459

Unit

Inspection Area

Owner Entity Information

Owner \* NEAL SIGNATU

Use Default

Address Other - 5800 LA

City/State/Zip SARASOTA

- Permit \*
- Property
- Zoning
- Applicant
- Contractor \*
- Defined Fields
- Inspection Ordering

General Contractor Information

General Contractor \* CBC1257901 NEAL, JOHN A

Company NEAL SIGNATURE HOMES LLC Status

Address 5800 LAKEWOOD RANCH BLVD License Expiration 08/31/2018

City/State/Zip SARASOTA, FL 34240 Insurance Expiration 04/01/2018

Phone Business - (941) 328-1053 Workers Comp Expiration 07/14/2018

Back(Ctrl+P)

Building Department  
 General Ledger In-house Purchases Report by Account  
 For Receipt Date 12/11/2017

Date: 12/12/2017

Account Number: 1470000000208008 - FBCSC1 - BCC Due to State of Florida

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
			ORDER				
* 17111851	810008465	12/11/2017	CHECK/MONEY	Open	81	cst	\$28.22 *
			ORDER				
17111240	810008466	12/11/2017	CHECK/MONEY	Open	81	cst	\$36.03
			ORDER				
17110659	810008467	12/11/2017	CHECK/MONEY	Open	81	cst	\$51.93
			ORDER				
17120795	810008468	12/11/2017	CHECK/MONEY	Open	81	cst	\$4.00
			ORDER				
17120707	840001557	12/11/2017	CHECK/MONEY	Open	84	sch	\$4.00
			ORDER				
17120724	840001558	12/11/2017	CHECK/MONEY	Open	84	sch	\$5.80
			ORDER				
17120730	840001558	12/11/2017	CHECK/MONEY	Open	84	sch	\$5.80
			ORDER				
17120728	840001558	12/11/2017	CHECK/MONEY	Open	84	sch	\$5.80
			ORDER				
17120729	840001558	12/11/2017	CHECK/MONEY	Open	84	sch	\$5.80
			ORDER				
17102141	840001561	12/11/2017	CHECK/MONEY	Open	84	sch	\$8.10
			ORDER				
17120791	840001565	12/11/2017	CHECK/MONEY	Open	84	sch	\$4.23
			ORDER				
17120708	850000776	12/11/2017	CHECK/MONEY	Open	85	jem	\$8.98
			ORDER				
17120799	850000782	12/11/2017	CHECK/MONEY	Open	85	jem	\$4.00
			ORDER				
17120719	810008429	12/11/2017	MASTER CARD	Open	81	cst	\$4.23
17120713	810008429	12/11/2017	MASTER CARD	Open	81	cst	\$4.23
17120715	810008429	12/11/2017	MASTER CARD	Open	81	cst	\$4.23
17120741	810008440	12/11/2017	MASTER CARD	Open	81	cst	\$4.00
17120743	810008441	12/11/2017	MASTER CARD	Open	81	cst	\$4.00
17120748	810008445	12/11/2017	MASTER CARD	Open	81	cst	\$4.00
17120763	810008451	12/11/2017	MASTER CARD	Open	81	cst	\$4.00
17120797	810008469	12/11/2017	MASTER CARD	Open	81	cst	\$4.00
17120754	840001562	12/11/2017	MASTER CARD	Open	84	sch	\$4.00
17110061	840001566	12/11/2017	MASTER CARD	Open	84	sch	\$4.00
17120666	3104495	12/11/2017	REVERSAL	Reversal		cst	-\$4.00
17120126	810008448	12/11/2017	VISA	Open	81	cst	\$7.40
17111696	810008448	12/11/2017	VISA	Open	81	cst	\$5.80
17111700	810008448	12/11/2017	VISA	Open	81	cst	\$5.80
17120762	810008452	12/11/2017	VISA	Open	81	cst	\$4.23
17120768	810008454	12/11/2017	VISA	Open	81	cst	\$4.00
17120776	810008457	12/11/2017	VISA	Open	81	cst	\$5.23
17120772	810008457	12/11/2017	VISA	Open	81	cst	\$5.23
17110167	810008461	12/11/2017	VISA	Open	81	cst	\$5.40

**Manatee County, BCC**

GL Transaction Details (Long)

12/11/2017 to 12/11/2017

Primary Ref.	GL-PR.	FY	Post Date	PE ID				DR	
JL JL Key JL Obj	JL-PR.	FY	Date2	Job Number	PeDB			CR	
Transaction Description		CK	ID-No.	2nd Ref.		Misc		Units	
Batch ID		JeACG	TrACG	Contract	Sb	Prep		Work Order No	
<b>1470000000 - Building Department Fund</b>									
<b>208008 - Due to State of Florida</b>									
BX171211	03	2018	12/11/2017	CASH				0.00	
JL N/A..N/A 12/13/17	03	2018	12/11/2017	6751448	P			330.35	
IH:12/11/17 - FBCSC10			AP	RC008048				0.00	
BX171211					CR	CSTRONG			
BP171211	03	2018	12/11/2017	CASH				0.00	
JL N/A..N/A 12/14/17	03	2018	12/11/2017	6753543	P			183.67	
WI:12/11/17 - FBCSC10			AP	RC008008				0.00	
BP171211					CR	CSTRONG			
*** Object Totals ***								DR	0.00
								CR	514.02
								Net	-514.02
*** EN Net ***		0.00		*** Object Totals with EN ***					-514.02

Building Department  
 General Ledger In-house Purchases Report by Account  
 For Receipt Date 12/11/2017

Date: 12/12/2017

Account Number: 1470000000322027 - MECH - BCC Permit-HARV

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
						MASTER CARD	\$204.00
						VISA	\$136.00

<b>Account Total:</b>	8	<b>\$544.00</b>
-----------------------	---	-----------------

Account Number: 1470000000322041 - NEWRES - BCC New Residential

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
17120716	810008433	12/11/2017	CHECK/MONEY ORDER	Open	81	cst	\$500.00
* 17111851	810008465	12/11/2017	CHECK/MONEY ORDER	Open	81	cst	\$1,128.60 *
17111240	810008466	12/11/2017	CHECK/MONEY ORDER	Open	81	cst	\$1,441.20
17110659	810008467	12/11/2017	CHECK/MONEY ORDER	Open	81	cst	\$2,077.20

CHECK/MONEY ORDER	\$5,147.00
<b>Account Total:</b>	<b>\$5,147.00</b>

Account Number: 1470000000322042 - DEMREM - BCC Demolition/Structure Remove

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
17120794	810008462	12/11/2017	VISA	Open	81	cst	\$50.00
17120773	840001564	12/11/2017	VISA	Open	84	sch	\$50.00
						VISA	\$100.00

<b>Account Total:</b>	<b>\$100.00</b>
-----------------------	-----------------

Account Number: 1470000000322043 - ALTCOM - BCC New Addition/Alteration comm

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
17120747	810008444	12/11/2017	VISA	Open	81	cst	\$50.00
17060458	850000777	12/11/2017	VISA	Open	85	jem	\$395.04
						VISA	\$445.04

<b>Account Total:</b>	<b>\$445.04</b>
-----------------------	-----------------

Account Number: 1470000000322045 - POOL - BCC Swimming Pool or Spa

Permit	Receipt No	Date	Payment Type	Receipt Stat	Reg No	Source	Amt
17120708	850000776	12/11/2017	CHECK/MONEY ORDER	Open	85	jem	\$359.00
						CHECK/MONEY ORDER	\$359.00

<b>Account Total:</b>	<b>\$359.00</b>
-----------------------	-----------------

Account Number: 1470000000322046 - EXTENS - BCC Permit Extension

2018

# Manatee County, BCC

02/20/2018

## GL Transaction Details (Long)

14:25:16

12/11/2017 to 12/11/2017

Primary Ref.	GL-PR.	FY	Post Date	PE ID			DR	
JL JL Key JL Obj	JL-PR.	FY	Date2	Job Number	PeDB		CR	
Transaction Description	CK	ID-No.	2nd Ref.		Misc		Units	
Batch ID	JeACG	TrACG	Contract	Sb	Prep		Work Order No	
<b>147000000</b>	<b>- Building Department Fund</b>							
<b>322041</b>	<b>- New Residential</b>							
BX171211	03	2018	12/11/2017	CASH			0.00	
JL N/A..N/A 12/13/17	03	2018	12/11/2017	6751448	P		5,147.00	
IH:12/11/17 - NEW RESD		AP		RC008062			0.00	
BX171211					CR	CSTRONG		
*** Object Totals ***							DR	0.00
							CR	5,147.00
							Net	-5,147.00
*** EN Net ***	0.00		*** Object Totals with EN ***					-5,147.00