



## COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 5/5/2023 Meeting Date: 5/18/2023

Name: Melissa Garber Department: Building Department

Approved By:

A handwritten signature in blue ink, appearing to be "Melissa Garber", written over a light blue horizontal line.

### 1. Nature and purpose of agenda item:

Building permit fee refund request of all eligible permit fees for permit #46949. The contractor requested permit for the wrong parcel. A new permit has been pulled for the correct parcel.

### 2. Recommended Motion/Action:

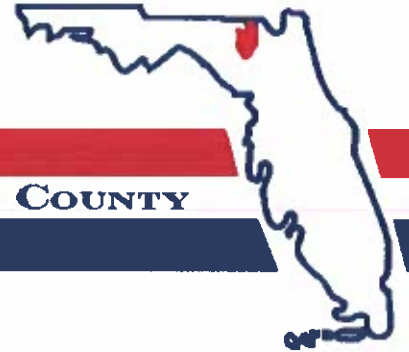
Approve the refund request for permit #46949

### 3. Fiscal impact on current budget.

This item has no effect on the current budget.


THIS ITEM WAS APPROVED WITHOUT EXCEPTION BY THE BOARD OF  
COUNTY COMMISSIONERS ON  
5/18/2023

District No. 1 – Ronald Williams  
District No. 2 – Rocky Ford  
District No. 3 – Robby Hollingsworth  
District No. 4 – Everett Phillips  
District No. 5 – Tim Murphy



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**MEMORANDUM**

TO: David Kraus, County Manager  
FR: Melissa Garber, Administrative Supervisor   
DATE: May 5, 2023  
RE: Refund Request for Permit #46949

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We issued permit #46949 to Southern Home Source LLC DBA Towne Construction Group on April 12, 2023. It was realized the permit was requested on the completely wrong parcel number when they attempted to request inspections. They have since pulled a new permit for the correct parcel number and refund has been request due to this permit not being usable, as no work is being completed.

The eligible refund information is included along with the address of the recipient.

Permit #46949 Refund Total: \$100.00  
102-0000-322.10-00 - \$100.00

Towne Construction Group  
7367 Jr Burnsed Rd  
Glen St. Mary, FL 32040

XC: Permit File

I Request to stop permit

0000 46949 On 5/3/23 Du

to Wrong Address

Thank you

ReQuest Refund  
on payment

Joe Muncy

5/3/23

7367 Jr Burnseal Rd  
Glen ST MARY FL  
32040

William Joe Muncy

Emaleigh Williams  
Emaleigh Williams  
5/3/23

