

ATTACHMENT 4

BUILDING PERMIT, PLAN REVIEW, AND PERMIT PROCESSING FEE REFUND POLICY

The Building Official has established the following policy and standards regarding refunds of Building Permit, Plan Review, and Permit Processing Fees. This policy is established pursuant to the Building Official's authority under Section 109.6 of the California Building Code and Section 15.08.010 of the South San Francisco Municipal Code.

1. **Erroneously Paid Fees**

The Building Official may fully refund Building Permit Fees or Plan Review Fees actually paid in the following circumstances:

- a. The fee was miscalculated.
- b. The type of fee was not applicable to the work described in the application.
- c. Other mistakes were made that resulted in payment of an incorrect fee amount or payment for a fee not required.

2. **Refunds When Application Withdrawn Prior to Permit Issuance**

The Building Official may refund Plan Review and Permit Processing Fees actually paid when an application is withdrawn prior to issuance of a permit, as follows:

- a. If no plan review work has started when the application is withdrawn, then the Building Official may fully refund Plan Review Fees actually paid.
- b. If plan review work has started when the application is withdrawn, then the Building Official may refund 80% of Plan Review Fees actually paid.
- c. If plan review work has started when the application is withdrawn, and the first round of comments has been returned to the applicant, then the Building Official may **not** refund any portion of Plan Review Fees actually paid.
- d. Regardless of whether plan review work has started when the application is withdrawn, the Building Official will not refund Permit Processing Fees.

3. **Refunds after a Permit Has Been Approved and Issued**

The Building Official may refund Building Permit Fees actually paid after a permit has been approved and issued, as follows:

- a. The Building Official may refund up to 80% of the Building Permit Fees actually paid if:

- i. No work has been done on a building permit approved and issued, and
 - ii. The permittee files a request to cancel the permit within 180 days of issuance.
- b. The Building Official may refund 40% of the Building Permit Fees actually paid if:
 - i. No work has been done on a building permit,
 - ii. The permit has expired, and
 - iii. The permittee files a refund application within one year of expiration.
- c. The Building Official shall **not** issue a refund of Building Permit Fees paid if:
 - i. No work has been done on a building permit,
 - ii. The permit has expired, and
 - iii. The permittee files a refund application more than a year after permit expiration.
- d. Once a building permit is approved and issued, Plan Review Fees and Permit Processing Fees shall not be refunded fully or partially.

4. **Process for Requesting a Refund of Building Permit, Plan Review, or Permit Processing Fees**

- a. Any refund request pursuant to this Policy shall be in writing and on an application form prepared by the Building Official, if the Building Official issues an application form. The request shall be filed by the original applicant or permittee, or by a person who can demonstrate that they are the legal successor-in-interest to the original applicant or permittee with a right to receive a refund.
- b. A refund request pursuant to this Policy shall contain all of the information required by this Policy for the refund requested as well as an explanation for the request. If the refund requested requires withdrawal of a permit application or cancellation of a permit approved and issued, then the request shall be accompanied by notice of withdrawal of the permit application or cancellation of the permit.
- c. The Building Official may require additional information reasonably required to determine a requester's eligibility for a refund requested pursuant to this policy.
- d. The Building Official may reasonably condition a refund pursuant to this policy or cancellation of a permit application to protect the public health, safety, or general welfare.