



PERMIT & PROJECT REFUND POLICY

This policy is to provide guidance regarding requests for fee refunds by the Community and Economic Development Department (“CED”). This policy outlines the fees eligible for a refund and provides a guide regarding an estimated percentages of fees to be refunded.

San Bruno Municipal code section 1.24.020 states that a claim for a refund shall be presented within the time limitations prescribes by Part 3 and Part 4 of Division 3.6 Title 1 of the California Government code (commencing with section 900), no later than within one year of the date of accrual. Refunds will be made on fees where no work has been performed for which the fee, application, permit, or appeal was required, provided that the City has not made any physical inspection or review or conducted any hearing, conducted any test, or done any similar work. In case of refunds made under this condition, 20% of the amount paid shall be deducted and retained by the City to cover clerical and other overhead costs and expenses entailed in the transaction. If an error was made in issuing the application, 100% of the fees paid will be refunded.

REFUND PROCESS FOR BUILDING PERMITS

To request a refund of fees due to permit cancellation or reduced scope of work, follow the instructions below:

Submit the Refund Form to Building@sanbruno.ca.gov

- Subject: (Building Permit #), (Permit Project Address), Request for Refund

Fees Eligible for Refund

- Review Table 1 for eligible fee refunds based on the work rendered:

| Table 1: Fees Refunded | | |
|-------------------------------|--|---|
| Fee type | Refund if no work has been rendered | Refund if work has been rendered |
| Building Permit Fee | 80% | 80% |
| Electrical Fees | 80% | 80% |
| Mechanical Fees | 80% | 80% |
| Plumbing Fees | 80% | 80% |
| Performance Deposit | 100% | 100% |
| Recycling Administration Fee | 100% | 100% |
| City Art Fee | 100% | 100% |
| Document Imaging Fee | 80% | 80% |
| Fire Inspection Fees | 80% | 0% |



| | | |
|-------------------------------|------|------|
| General Plan Maintenance | 100% | 100% |
| Green Building Fee | 0% | 0% |
| Residential Tax | 100% | 100% |
| SMIP Fee Commercial | 0% | 0% |
| Technology Fee | 80% | 80% |
| Plan Check Fee | 80% | 0% |
| Fire Plan Review | 80% | 0% |
| Public Works Plan Review | 80% | 0% |
| Water Meter Fees | 100% | 100% |
| Capacity Fees | 100% | 100% |
| Transportation Impact fee | 100% | 100% |
| Utility Impact Fee | 100% | 100% |
| Safety Impact Fee | 100% | 100% |
| General Government Impact Fee | 100% | 100% |
| Facilities Impact Fee | 100% | 100% |

Reduction of Scope of Work:

- The refund shall be 100% of the difference paid and what should have been paid on all fees.
- To determine the updated scope of work, applicant is required to have the job copy of plans at the site and an inspection will be performed to verify the work has been removed. Applicant will be responsible for the payment of inspection services

Fees Not Eligible for Refund

- Strong Motion Instrumentation Program (SMIP)
- Green Building Permit Fee
- Plan Review and Inspection services already rendered
- State of California Fees



REFUND PROCESS FOR PLANNING APPLICATION

To request a refund of fees due to cancellation of a project, follow the below instructions:

Submit the Refund Form to Project Planner

- Subject: (Project #), (Project Address), Request for Cancellation

Fees Eligible for Refund

- Remainder of deposit after all work-related invoices are paid prior to refund request date
- Fixed fee applications where review and application processing have not started. If application process has started, fixed fee applications will not be refunded.
- Public Notice/ Notification fees when the preparation of mailing materials or noticing in the paper has not occurred.
- Partial refund of fixed fee application where the application has only been routed for comments and applicant chooses not to proceed after receiving an incomplete letter. The refund determination amount, if any, shall be determined by the CED Director.

Fees Not Eligible for Refund

- Fees paid for services/review already provided will not be refunded