

Building & Safety Permit Refund Request Form



SUBMIT ONE REQUEST FORM PER PERMIT TO BUILDING@SANTAFESPRINGS.GOV

PROJECT INFORMATION:

PROJECT NAME: _____

PERMIT #: _____ INVOICE #: _____ RECEIPT #: _____

REFUND MAILING ADDRESS:

BUSINESS NAME: _____

ATTN/CARE OF (IF APPLICABLE): _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

CONTACT INFORMATION:

NAME: _____

PHONE: _____ EMAIL: _____

REASON FOR REFUND: _____

Your request will not be processed without the completed Building & Safety Permit Refund Request Form, permit, invoice, and receipt. Please allow 3-4 weeks for a refund.

This document does not guarantee a refund. Refunds are issued at the Building Service Manager's discretion and are subject to the criteria outline in the Permit Application Refund Policy.

REQUESTOR (SIGNATURE)

DATE

CITY STAFF USE ONLY

APPROVED BY: _____
Teresa Cavallo, Building Services Manager

DATE: _____

CHARGE ACCT: _____

REFUND AMOUNT: _____

Building & Safety Permit Refund Policy

The City of Santa Fe Springs Building Services Manager may authorize a refund of applicable permit fees concurrent with the withdrawal and/or cancellation of a building permit application.

Subject to the following provisions, permit fees may be eligible for a refund if the refund request is received within 1-year from the permit expiration date. If refund request is received after 1-year from the permit expiration date, permit fees are ***non-refundable***.

PLAN CHECK FEES

If plans have been reviewed, plan check fees are ***non-refundable***. If plans have not been reviewed, 80% of the plan check fees are ***refundable***.

PERMIT ISSUANCE FEE

The Permit Issuance Fee applies to processing costs up and after the time of permit issuance and is ***non-refundable***.

PERMIT FEES

If an inspection has been scheduled, the permit fees are ***non-refundable***. If an inspection has not been scheduled, 80% of the permit fees are ***refundable***.

GENERAL PLAN MAINTENANT FEE

The General Plan Maintenance Fee provides funding for the maintenance of the City's General Plan and is ***non-refundable***.

TECHNOLOGY SURCHARGE

The Technology Surcharge Fee funds ongoing and future technology improvements to enhance customer service and is ***non-refundable***.

SMIP FEE - Strong Motion Instrumentation Program

The SMIP Fee is a state passthrough fee that funds Seismic Motion Instrument Program (SMIP), including earthquake fault monitoring stations, and is ***non-refundable***.

BSASRF – Building Standard Administrative Special Revolving Fund

The BSASRF Fee is a state passthrough fee that funds the California green building code development and is ***non-refundable***.

HAPP – Heritage Art in Public Places

The HAPP Fee provides funding for collection of nationally recognized permanent and temporary artwork throughout the city to be of public benefit and is ***non-refundable***.