



CITY OF FOSTER CITY

Community Development Department

Building Division

610 Foster City Blvd, Foster City, CA 94404

Phone: 650-286-3227 | Email: building@fostercity.org

BUILDING PERMIT FEES REFUND REQUEST FORM

PROJECT INFORMATION:

Permit Number: _____ Job Address: _____

Foster City, CA 94404

Detailed Scope of Work:

Reason for a refund (please explain in detail)

CONTACT INFORMATION FOR REFUND

Amount Paid by: Owner Contractor Applicant Other: _____

Payment Method: Cash Check Credit Card

Payee Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

***Note:** Any application fees, associated administrative fees, plan check fees, SMIP fee, Green Building fee, and all State of California fees are non-refundable. Please review the City's Refund Policy for detailed instructions and refund requests related to reduction in scope of work. Refunds may take up to 8-10 weeks to process. Refunds will be granted only to the original payee. Please email the complete Building Permit Fees Refund Request Form to building@fostercity.org.*

Requestor Name: _____ Title _____ Signature _____ Date _____

Office Use Only:

Permit Status: Received Pending Response Approved Issued Expired

Date: Applied _____ Approved _____ Issued _____

Plan Review History: Yes No Inspection History: Yes No Refund: \$ _____

Comments:

Reviewed by: _____

Name, Title

Signature

Date



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REFUND PROCEDURE:

1. The applicant shall submit the complete Refund Request Form to the Community Development Department, Building Division. A Building Division Staff may request the executed contract for the work proposed by the permit application if deemed necessary during review of the request.
2. The Chief Building Official or the authorized staff evaluates the request for applicability/qualification for a refund.
3. Calculations are completed for requests to refund reasonable amounts by evaluating the amount requested, amounts paid, staff time already expended on the application and staff time necessary to process the request. These calculations shall be shown on the Request for Permit Refund form.
4. The Chief Building Official or the authorized staff shall sign the request form with itemized fees and refund amount.
5. The Building Division Staff shall forward the signed request form to the Finance Department to finalize processing and to issue the refund.
6. The Building Division staff shall electronically scan the request form, attach it to the Building Permit number and withdraw the permit stating the reason for cancellation.

REFUND POLICY:

The Chief Building Official or the authorized staff may authorize to refund the fees paid as follows:

- If fees paid hereunder were erroneously paid or collected, up to 80 percent of the permit fee paid shall be refunded.
- If no work has been done under a permit issued in accordance with this code and within 180 days of the date of permit issuance, up to 80 percent of the permit fee paid shall be refunded.
- If a permit is withdrawn and plan review services have NOT been rendered, up to 80 percent of the plan review fee paid shall be refunded.

Fees paid for services already provided are not refundable such as Technology Fee, Permit Processing Fee and Plan Checking Fees. The Chief Building Official shall not authorize the refunding of any fees paid except upon written application filed by the original permittee **not later than 180 days after the date of fees payment**. Under no circumstances shall there be a refund of either fees if the plan review or building permit has expired.

Fees not subject to this policy are those under the authority of other agencies or jurisdictions such as:

- School Fees
- Water Meter/ Connection Fees
- Planning Division Fees
- Engineering Division Fees
- San Mateo Consolidated Fire Department fees
- San Mateo County Health Department Fees
- Required State and local fees such as: Micrographics, SB 1473 CBSC, Strong Motion Instrumentation Tax
- Green Building Fee