CITY OF LONG BEACH

Community Development Department
Building & Safety Bureau
411 W. Ocean Boulevard, 2nd Floor, Long Beach, CA 90802
562.570.PMIT (7648) | longbeach.gov/lbcd

FORM-029

Request for Refund of Development Fees

Please send refund form to CD-BuildingRefunds@longbeach.gov

PLEASE PRINT CLEARLY AND COMPLETE IN ITS ENTIRETY	
Project Address:	Date Fees Paid:
Permit Number:	Amount Paid *:
*Attach proof of payment to this form (Copy of Project receipt, check, or credit card statement.	

Applicant's Name (Must be Payor of Fees):			
Applicant's Email Address:			
Mailing Address:	City, State:	Zip:	Phone:

Please mark one of the following:

☐ Duplicate Permit ☐ Job Cancelled ☐ Valuation Adjustment ☐ Administrative ☐ ADU - Sewer Capacity
☐ Other

Detailed Reasons for Request:

To process your request for refund, the conditions listed below must apply (see relevant code sections on back of form):

- Refunds can only be made to the individual/entity that made the payment;
- Refunds can be made for:
  - Duplicate permits (provide copies of both permits);
  - Project has been voided under provisions of LBMC Title 18, municipal code, or any ordinances of the City;
  - Project has been cancelled pursuant to LBMC Section 18.04.060.A, which requires that:
    - Construction work has not commenced.
    - Inspections have not been performed.
  - Valuation adjustment;
  - Administrative (ie, fee not required, permit overcharge, etc.)
- **Refunds will be issued a check; therefore, do not contact your bank to reverse credit/debit payments.**
- **No portion of the plan check fee shall be refunded if any review has been performed on the project.**
- **No portion of a filing fee shall be refunded if any processing of the application has been performed.**
- **Request for Refund application must be submitted within one (1) year of the payment date.**
- **Processing costs of 20% shall be deducted.**

I CERTIFY THAT I HAVE READ THE ABOVE AND THAT THE CONDITIONS ARE TRUE.

Claimant's Signature | Date

NOTE: Presentation of a false claim is a felony. (California Penal Code Section 7.2.)

BUILDING & SAFETY REVIEW:

☐ **80%** ☐ **100%** ☐ **Other** _____

PC Sup reviewed: _____

Initial Review: _____

RELEVANT LONG BEACH MUNICIPAL CODE SECTIONS

18.06.200 – Refunds

A. No portion of any permit shall be refunded to the permit applicant unless prior to commencement of actual work, the proposal to do such work is abandoned, or it is discovered that such permit is void under provisions of Long Beach Municipal Code (LBMC) Title 18 or other ordinances of the City. No portion of the plan check fee shall be refunded to the permit applicant if any review of the construction documents has been done in the office of the Building Official.

B. Refunds shall be made in the calculated amount so determined and under the conditions set forth in LBMC Sections 3.48.040 and 3.48.060.

C. Before any refund is made, the Building Official shall deduct a percent as set forth in the schedule of fees and charges established by City Council resolution of the fee paid to pay for expenses incurred by the City in connection with accepting the construction documents, passing upon the application for or issuance of the permit, and the sum shall be deducted from the fee paid and the balance paid to such person. If the person entitled to the refund is an individual and such person is deceased, the refund may be made to such person or persons entitled to receive the money.

D. Any application for refund must be filed by the person entitled to receive such refund within the prescribed expiration period set forth in LBMC Section 3.48.060.

(ORD-07-0062 § 3 (part), 2007).

3.48.040 – Refund / Conditions of payment

The refund may be made to the person who paid the money under any of the following conditions:

A. If the amount paid is one thousand dollars ($1,000.00) or less and if the department head to which the money was paid authorizes the refund in accordance with prior written authorization of and subject to conditions imposed by the city manager;

B. If the amount paid is ten thousand dollars ($10,000.00) or less and if the department head to which the money was paid, with the approval of the city attorney, authorizes the refund; provided, however, that refunds of one thousand dollars ($1,000.00) or less made in accordance with the provisions of subsection A of this section shall not require the approval of the city attorney;

C. If the amount paid is more than ten thousand dollars ($10,000.00) and the department head to which the money was paid, with the approval of the city attorney and the city council, authorizes the refund.

(ORD-06-0011 § 1, 2006: Ord. C-6664 § 1, 1989: Ord. C-5558 § 1, 1980: Ord. C-5377 § 1 (part), 1977: prior code § 2715.1).

3.48.060 – Refund / Time limitation of payment

Any refund made pursuant to this chapter must be authorized by the department head with the approval of the city attorney or the city attorney and the city council, provided the refund is made within one year after payment of the money to the city, or if an application for a refund is filed by the person entitled to the money, the application therefore must be filed within such one-year period.

(Ord. C-5377 § 1 (part), 1977: prior code § 2715.3).

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.