



## INSTRUCTIONS FOR FILING A CLAIM FOR REFUND

### What form do I use?

Claim for Refunds must be prepared on the Department of Planning and Building Safety Claim for Refund form.

### What do I need to attach?

You will need to attach your original receipts and copies of Plan Check/Permit application or permit copy containing the original cash register validation. If you do not attach your original receipt and application or permit, an affidavit stating why you cannot submit the originals, signed by you and notarized, will be accepted. However, if you submit an affidavit in lieu of receipts, you will also be required to submit a copy, front and back of your canceled check or other proof of payment. Your claim will NOT be processed without these documents.

### What will be refunded?

Refunds will be made on fees where no work has been performed for which the fee, application or permit was required, provided that the City has not made any physical inspection or review, or done any similar work. Under these conditions, 80% of the fees paid will be refunded (20% is retained to cover clerical and administrative costs). If a Department of Planning and Building Safety error was made in issuing the application, 100% of the fees paid will be refunded.

### How long do I have to file a claim?

A claim for refund of fees paid to the Department of Planning and Building Safety must be filed Within 180 days from the date of payment of the fee (E.S.M.C. Section 13-1-1 & 13-1-2).

### Where do I file the refund?

Your completed refund form and attached documents can be filed at City Hall or mailed to:

Department of Planning and Building Safety  
Room 395, City Hall  
350 Main Street  
El Segundo, CA 90245

### How long will it take to process a refund request?

Please allow approximately two months for processing the refund request. Refunds will be issued in the form of a check to the original payee.

## REFUND POLICY

### 109.6.1 Plan Check Fees Refund.

No portion of the plan check fee shall be refunded unless plan review has not been performed, in which case 80 percent of the plan check fee shall be refunded upon written application for refund



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submitted by the person who made original payment of such fee and with the written consent of the owner of the real property on which the work was proposed to be done. The building official shall determine, in such official's discretion, whether an applicant is qualified to receive a refund. After 180 days have elapsed from the date of the submittal for plan check, no plan check fees shall be refunded. In the event subsequent application for plan check is made by a person who has received a refund, the full amount of all required fees shall be paid as elsewhere provided in this chapter.

### **109.6.2 Permit Fees Refund.**

In the event any person shall have obtained a building permit and no portion of the work or construction covered by such permit shall have commenced, nor any inspection performed by any city employee, and notice of abandonment has been received from the owner of the real property on which such work would have been performed, the permittee, upon presentation to the building official of a written request for refund, shall be entitled to a refund in an amount equal to 80 percent of the building permit fee actually paid for such permit. The building official shall determine, in such official's discretion, whether an applicant is qualified to receive a refund. After 180 days have elapsed from the date of the issuance of the permit, no permit fees shall be refunded. In the event subsequent application for a permit is made by a person who has received a refund, the full amount of all required fees shall be paid as elsewhere provided in this chapter.

#### **Exception:**

1. If a permit has been issued for a project located in an area outside the jurisdiction of the city, 100 percent of the permit and plan checking fee may be refunded.
2. If a duplicate permit has been erroneously issued, 100 percent of the duplicated permit and plan checking fee may be refunded.