



# STATE OF CALIFORNIA FIRE PREVENTION FEE PETITION FOR REDETERMINATION



Instructions are included on the back of this Petition form. To ensure proper processing and petition evaluation, all fields in the Required Information section must be completed. Full explanations and documentation must be provided where explanations are requested.

Fee Billing Date: \_\_\_\_\_ Amount of Bill: \_\_\_\_\_ Fiscal Year: 2011-12 2012-13 2013-14  
2014-15 2015-16 2016-17

**Required Information:**

CDTFA Account Number (upper right of bill): FF STF- \_\_\_\_\_

Parcel Number (APN) or Decal Number: \_\_\_\_\_ County: \_\_\_\_\_

Name on Bill: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

**Reason for Petition (choose one or more):**

I was not the owner of the property on July 1 of the fiscal year I was billed. (Provide date of sale along with supporting documentation): \_\_\_\_\_  
\_\_\_\_\_

This property was charged for one or more habitable structures in the SRA, but this property / parcel contains only (insert number) \_\_\_\_\_ habitable structures (Explain, for example, the other structure is a barn or workshop and provide documentation): \_\_\_\_\_  
\_\_\_\_\_

The Fire Prevention Fee is \_\_\_\_\_ per habitable structure. However, properties within the boundaries of a local agency that provides fire protections services receive a \$35 reduction per habitable structure. This property is within the boundaries of a local agency that provides fire protection services and did not receive the reduction (Provide documentation for each structure claimed). Agency: \_\_\_\_\_  
\_\_\_\_\_

The habitable structure(s) on this property is / are not in the State Responsibility Area (SRA) for the following reason. *Note: Being within the boundaries of a local agency that provides fire protection services does not exclude the property from the SRA* (Provide an explanation and documentation): \_\_\_\_\_  
\_\_\_\_\_

Other reason(s) (Explain and provide documentation): \_\_\_\_\_

**Verification and Signature of Property Owner (Required)**

*I understand that if my fee is not paid by the due date indicated on the Notice of Redetermination, I will be subject to a penalty and interest charges per Public Resources Code section 4225 which will continue to accrue until the fee is paid in full. The information above is true and correct to the best of my knowledge.*

\_\_\_\_\_  
Print Name of Petitioner

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

**PLEASE DO NOT ENCLOSE YOUR BILL PAYMENT WITH THIS FORM**

**DO NOT USE THIS FORM TO REQUEST RELIEF DUE TO A NATURAL DISASTER. INSTEAD, USE THE NATURAL DISASTER RELIEF FORM**

## PETITION INSTRUCTIONS

**Please do not mail any bill payments with this Petition.** Generally, the person for whom a Fire Prevention Fee billing has been issued may petition for redetermination if they believe their fee has been calculated incorrectly for their property. Examples of specific issues that may be considered for redetermination include: whether the person billed actually owned the property on July 1 of the fiscal year being billed, the number of habitable structures that should be charged the fee, the \$35 per structure reduction for structures located within the boundaries of a local agency that provides fire protection services, whether the structure is actually located in the SRA, and the fee amount calculation. A Petition for Redetermination must be submitted in writing within **30 days** from the Notice of Determination (fee billing) issued by the California Department of Administration. Fee payers submitting a Petition should be prepared to submit documentary evidence along with this completed form to support the specific grounds upon which the petition is being made. Please complete and return this Petition for Redetermination form and supporting documentation to the Fire Prevention Fee Service Center, Attn: Petitions, PO Box 2254, Suisun City, CA 94585. The envelope in which you mail the form must be postmarked no later than **30 days** from the date of the bill. **To avoid the accrual of interest and penalty the full amount of the bill should be paid before filing a Petition for Redetermination. If you have already paid the bill and your Petition is approved, any amounts paid in excess of the amounts due will be reviewed and if warranted, refunded by California Department of Tax and Fee Administration.**

### Form Instructions

**Account Number:** The identification number on the notice of determination (billing notice) received from the California Department of Tax and Fee Administration.

**Parcel Number:** The Assessor Parcel Number (APN), also found on the billing notice, or on a property tax statement.

**Decal Number:** If the property is a mobile or manufactured home and does not have an Assessor Parcel Number, it should have a decal number. The decal identification number is issued by the California Department of Housing and Community Development (HCD) and should be included in the annual billing from HCD. The Decal Number is referenced on the billing notice.

**Phone Number:** A day time phone number with area code is required, because the Petition reviewer may need to contact you in case there are any questions regarding the Petition.

**Reason and Explanation for the Petition:** Please check at least one of the boxes and provide sufficient explanation and documentation so your Petition can be properly evaluated.

**Print, Sign and Date:** A valid name, signature and date on the Petition are required for processing.

### Other Information

**SRA:** SRA means "State Responsibility Area" including state and privately-owned forest, watershed, and rangeland for which the primary financial responsibility of preventing and suppressing fires rests with the State.

**Fee Rate:** For fiscal year 2016-17, the Fire Prevention Fee is levied at the rate of \$152.33 per habitable structure in the State Responsibility Area (SRA). However, owners of habitable structures within the SRA and also within the boundaries of a local agency that provides fire protection services will receive a reduction of \$35 per habitable structure. The specific fee amount and reductions (if any) for your property can be found on the billing notice.

**Fee Eligible Structures:** "Habitable Structure" means a building that contains one or more dwelling units that can be occupied for residential use. Buildings occupied for residential use include single family homes, multi-dwelling structures, mobile and manufactured homes, condominiums and apartment buildings. Habitable structures do not include commercial, industrial, or incidental buildings such as detached garages, barns, outdoor sanitation facilities or sheds. For apartment buildings on the same parcel, each separate building is considered a habitable structure.

**More Information:** For more information about the Fire Prevention Fee program, or to obtain an electronic Petition form that can be filled out online, please visit [www.FirePreventionFee.org](http://www.FirePreventionFee.org). If you have any further questions about the fee or how to complete this form, please call the Fire Prevention Fee Service Center at 1-888-310-6447, M-F 8:00 AM-5:00 PM, excluding state holidays.

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Mail Petition only to: Fire Prevention Fee Service Center, Attn: Petitions, P.O. Box 2254, Suisun City, CA 94585

Petition Form (02-17)

## EXAMPLES OF ACCEPTABLE DOCUMENTATION

Depending on the nature of your dispute, acceptable documentation to support the claim made in your Petition may include, but is not limited to:

Disputing ownership:

- Proof of change of ownership with County Assessor's Office prior to July 1 of fiscal year being billed.
- HCD or DMV registration showing that the mobile home was sold prior to July 1 of the fiscal year being billed.
- Discharge of Debtor **AND** proof that the property was surrendered during bankruptcy prior to July 1 of the fiscal year being billed.

Disputing number of structures:

- Photos of structure showing that it is not habitable. If the structure is uninhabitable due to poor condition, provide detailed photos of the inside and outside showing that it is unsafe and not fit for habitation.
- Building permit, building plans, or other documentation showing a structure is not habitable.
- Building permit, building plans, or other documentation showing that the structure was under construction and was not habitable on July 1 of the fiscal year being billed.
- HCD or DMV documentation showing that the mobile home was removed or demolished prior to July 1 of the fiscal year being billed.

Disputing lack of \$35 reduction:

- Property tax bill or map showing the property is within the boundaries of a local agency that provides fire protection services
- Documentation showing that a particular agency, such as a Community Services District (CSD), provides fire protection services.

Disputing inclusion in SRA:

- Property tax bill or map showing the property is located within the boundaries of an incorporated city.
- Deed of Trust or other documentation showing the property is located on Federal Land.

Other disputes:

- Two Notices of Determination (Fee Bill) showing the same mobile home was charged twice, once on the Assessor's Parcel Number and again on the Decal Number.
- Any other documentation that could further support your Petition for Redetermination.

Claims that do not qualify for redetermination include, but are not limited to:

- Disputes regarding the legality of the fee
- The property is in close proximity to a local fire station or fire hydrant
- Financial hardship
- The property is in a developed neighborhood or is regularly maintained.

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