GUIDE TO FILING THE BUILDING PERMIT FEE

The Building Standards Administration Special Revolving Fund established by SB 1473

Information for jurisdictions on requirements for submitting building permit fees

December 2019
4th Edition
Acknowledgements

Governor Gavin Newsom
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Director of the Department of General Services, Daniel C. Kim

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Vice Chair, Steven Winkel

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The California Building Standards Commission is a commission within the Department of General Services

Visit our website at www.dgs.ca.gov/bsc
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Introduction
This guide is provided by the California Building Standards Commission (CBSC) for the purpose of clarifying the state law, regulations, requirements and processes for cities, counties, and cities and counties (jurisdictions) to collect a fee for remittance to CBSC when issuing building permits. The fee shall be levied on building permits required for all disciplines covered by the California Building Standards Code in Title 24, California Code of Regulations (Title 24), and for which a valuation is made.

Legislative Background
The California legislation that created the requirements for the building permit fee is Senate Bill 1473 of 2008 (Chapter 719, Statutes of 2008). It added new Sections 18931.6 and 18931.7 to the Health and Safety Code (HSC). Since then, Section 18931.7 has been amended twice, further clarifying the purpose of the fee. These two HSC sections are provided in Appendix 1 of this guide.

The purpose for establishing the Building Standards Administration Special Revolving Fund (BSASRF) is to fund activities of CBSC, the Department of Housing and Community Development (HCD), and the Office of the State Fire Marshal (SFM) that carry out the mandates of the California Building Standards Law (HSC, Division 13, Part 2.5) and State Housing Law (HSC, Division 13, Part 1.5) relating to building standards. HSC Section 18931.7 reads in part:

“...with emphasis placed on the development, adoption, publication, and updating of green building standards, the updating of verification guidelines for Tier 1 or Tier 2 green building standards and educational efforts, including, but not limited to, training for local building officials associated with green building standards.”

Reference Building Standards Bulletin 08-01 located on The Building Permit Fee page of our website for a summary of the law’s implementation.

Regulations to Implement the Permit Fee Law
To implement the requirements of the HSC provisions, CBSC adopted regulations in Article 5 of Chapter 1 of Part 1, California Administrative Code (CAC), Title 24, California Code of Regulations. The regulations are provided in Appendix 2 of this guide.
Fee Fundamentals

Following are requirements of law and other information to help jurisdictions properly collect, report and remit the building permit fee to CBSC:

1. Every California city, county, or city and county building department is required to collect and remit to CBSC the required surcharge on building permits.

2. The fee shall be levied on building permits required for all disciplines subject to Title 24, including but not limited to, building, electrical, mechanical and plumbing, and for which a valuation is made.

3. Calculate the fee as required by CAC Section 1-505 (b), Fee Assessment:

   *Fees are assessed at a rate of $4 per $100,000 of permit valuation, but not less than one dollar, with appropriate fractions thereof shown in the following table:*

<table>
<thead>
<tr>
<th>PERMIT VALUATION</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - 25,000</td>
<td>$1</td>
</tr>
<tr>
<td>$25,001 - 50,000</td>
<td>$2</td>
</tr>
<tr>
<td>$50,001 - 75,000</td>
<td>$3</td>
</tr>
<tr>
<td>$75,001 - 100,000</td>
<td>$4</td>
</tr>
<tr>
<td>Every $25,000 or fraction thereof above $100,000</td>
<td>Add $1</td>
</tr>
</tbody>
</table>

   See fee calculation samples located on pages three and four.

4. Each jurisdiction may retain up to 10 percent of the collected fee to cover the cost of administration, code enforcement and education as permitted by HSC Section 18931.6.

5. Submit the fee payment (in the form of a check), less the allowed administrative retainer, to CBSC each quarter by the fifteenth (15th) day of the following month. At this time, CBSC is unable to accept electronic payment.

Submittal schedule:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 - March 31</td>
<td>April 15</td>
</tr>
<tr>
<td>April 1 - June 30</td>
<td>July 15</td>
</tr>
<tr>
<td>July 1 - September 30</td>
<td>October 15</td>
</tr>
<tr>
<td>October 1 - December 31</td>
<td>January 15</td>
</tr>
</tbody>
</table>

*Note:* CBSC sends quarterly email reminders regarding the fee due date. Self-subscription to the mailing list is required and can be accessed via The Building Permit Fee webpage.
6. The permit fee check must be accompanied by a completed copy of the Fee Report Form (BSC-2), which is available on our website. See Appendix 3 for a sample of the form.

7. Make checks payable to “California Building Standards Commission” and mail the completed Fee Report Form and payment to:

California Building Standards Commission  
2525 Natomas Park Drive, Suite 130  
Sacramento, CA 95833

8. The person responsible for preparing the report and payment must be subscribed to the BSASRF email list in order to receive quarterly reminder emails. Some jurisdictions prefer to subscribe a generic building department email address. In the event of a personnel change, be sure that the new employee subscribes to the email list and submits a completed Contact Information Form (BSC-3), which is available on our website. See Appendix 4 for a sample of the form.

Subscribe to the mailing list on CBSC’s Building Permit Fee webpage.

**Sample Fee Calculations**

Fees shall be calculated at a rate of $4 per $100,000 of permit valuation, but not less than one dollar, with appropriate fractions thereof, as follows:

<table>
<thead>
<tr>
<th>PERMIT VALUATION</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - 25,000</td>
<td>$1</td>
</tr>
<tr>
<td>$25,001 - 50,000</td>
<td>$2</td>
</tr>
<tr>
<td>$50,001 - 75,000</td>
<td>$3</td>
</tr>
<tr>
<td>$75,001 - 100,000</td>
<td>$4</td>
</tr>
<tr>
<td>Every $25,000 or fraction thereof above $100,000</td>
<td>Add $1</td>
</tr>
</tbody>
</table>

Note: The fee must be calculated for each individual permit valuation, not for the total quarterly permit valuation within the jurisdiction. Dividing the total quarterly permit valuation by $25,000 results in inaccurate reporting of the fees that were charged to and collected from permit purchasers.

1. **For a permit valuation of $14,120**
   - The fee is $1 for every $25,000 or fraction thereof
   - Therefore, the total fee is $1

<table>
<thead>
<tr>
<th>Calculation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>First $25,000 or fraction thereof</td>
<td>$1</td>
</tr>
</tbody>
</table>
2. For a permit valuation of $38,311
   - The fee is $1 for the first $25,000, plus $1 for the remaining amount of $13,211
   - The total fee is $2

<table>
<thead>
<tr>
<th>Calculation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>First $25,000</td>
<td>$1</td>
</tr>
<tr>
<td>Remaining amount of $13,211</td>
<td>$1</td>
</tr>
<tr>
<td><strong>Total Building Permit Fee</strong></td>
<td><strong>$2</strong></td>
</tr>
</tbody>
</table>

3. For a permit valuation of $1,000,000
   - The fee is $4 for the first $100,000 of valuation, plus $1 for each additional $25,000 of valuation
   - $1,000,000 less the first $100,000 is $900,000
   - $900,000 divided by $25,000 equals $36
   - The total fee is $40

<table>
<thead>
<tr>
<th>Calculation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>First $100,000</td>
<td>$4</td>
</tr>
<tr>
<td>Remaining $900,000/$25,000</td>
<td>$36</td>
</tr>
<tr>
<td><strong>Total Building Permit Fee</strong></td>
<td><strong>$40</strong></td>
</tr>
</tbody>
</table>

4. For a permit valuation of $12,326,465
   - The fee is $4 for the first $100,000 of valuation, plus $1 for each additional $25,000 of valuation or fraction thereof
   - $12,326,465 less $100,000 equals $12,226,465
   - $12,226,465 divided by $25,000 equals $489, with a remainder of $1,465
   - The fee for the remaining amount of $1,465 is $1
   - The total fee is $494.00

<table>
<thead>
<tr>
<th>Calculation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>First $100,000</td>
<td>$4</td>
</tr>
<tr>
<td>$12,326,465 – $100,000 = $12,226,465</td>
<td></td>
</tr>
<tr>
<td>$12,226,465/$25,000 = $489</td>
<td>$489</td>
</tr>
<tr>
<td>Remaining amount $1,465</td>
<td>$1</td>
</tr>
<tr>
<td><strong>Total Building Permit Fee</strong></td>
<td><strong>$494</strong></td>
</tr>
</tbody>
</table>

All fees reported to CBSC should be in whole dollar amounts prior to calculating the 10 percent local retainer.
Use this table to assist in verifying that the calculation for each individual permit is accurate. Do not apply this table to the total quarterly permit valuation for the jurisdiction, as that will result in improper reporting of fees.

<table>
<thead>
<tr>
<th>Valuation Range of Permit</th>
<th>Calculated Fee Per Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100,000 - $250,000</td>
<td>$4 - $10</td>
</tr>
<tr>
<td>$250,000 - $500,000</td>
<td>$10 - $20</td>
</tr>
<tr>
<td>$500,000 - $1,000,000</td>
<td>$20 - $40</td>
</tr>
<tr>
<td>$1,000,000 - $1,500,000</td>
<td>$40 - $60</td>
</tr>
<tr>
<td>$1,500,000 - $2,000,000</td>
<td>$60 - $80</td>
</tr>
<tr>
<td>$2,000,000 - $5,000,000</td>
<td>$80 - $200</td>
</tr>
<tr>
<td>$5,000,000 - $10,000,000</td>
<td>$200 - $400</td>
</tr>
<tr>
<td>$10,000,000 - $20,000,000</td>
<td>$400 - $800</td>
</tr>
<tr>
<td>$20,000,000 - $30,000,000</td>
<td>$800 - $1,200</td>
</tr>
<tr>
<td>$30,000,000 - $40,000,000</td>
<td>$1,200 - $1,600</td>
</tr>
<tr>
<td>$40,000,000 - $50,000,000</td>
<td>$1,600 - $2,000</td>
</tr>
<tr>
<td>$50,000,000 - $70,000,000</td>
<td>$2,000 - $2,800</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

1. **What is SB 1473 and what is the money for?**

Senate Bill 1473, Statutes of 2008 (Calderon), was enacted to require a surcharge on building permits in order to provide funds for CBSC, HCD and SFM to use in carrying out the mandates of the California Building Standards Law and of State Housing Law relating to building standards.

2. **How is the fee calculated?**

Refer to the Sample Fee Calculations on pages three and four of this guide. Please note that the fee must be calculated for each individual permit valuation, not for the total quarterly permit valuation within the jurisdiction. Dividing the total quarterly permit valuation by $25,000 results in inaccurate reporting of fees charged to and collected from permit purchasers.

3. **Must the Fee Report Form accompany the check?**

Yes! The completed and signed [Fee Report Form (BSC-2)](https://example.com) must be mailed with the check for two important reasons:

- It indicates who reviewed and approved each quarterly submittal, and the signature certifies that the fee assessed is true, correct and complete to the best of the signatory’s knowledge and belief.

- It provides data to ensure that CBSC staff apply the fee to the correct jurisdiction and for the appropriate quarter.

4. **When are the fees due?**

The payment and [Fee Report Form (BSC-2)](https://example.com) are due on the fifteenth (15th) day of the month following the end of each reporting quarter as shown in the table on page two.

5. **Will a jurisdiction receive a bill or notice that the fee is due?**

CBSC cannot create an exact invoice or bill, because the fee is based on variable building permit valuations within each jurisdiction. However, each quarter an email reminder notice is sent to each jurisdiction that has subscribed to our email list. Visit our [Building Permit Fee webpage](https://example.com) and “Subscribe to the BSASRF (SB 1473) Mailing List” to receive quarterly reminders.

6. **The person who handles our fee report has changed jobs. What do we do?**

The new person must visit our [Building Permit Fee webpage](https://example.com) and “Subscribe to the BSASRF (SB 1473) Mailing List” in order to receive our quarterly reminder emails. If possible, the person who has moved should unsubscribe. The [Contact Information](https://example.com)
Form (BSC-3) must be used to notify CBSC of the personnel change, but it will NOT subscribe you to the quarterly reminder email list.

7. How do we explain this fee to our constituents when we add it to a permit?

See the Legislative Background discussion on page one of this guide. In brief, the fee was established by the legislature to fund the adoption and publication of, and educational efforts associated with, building standards, with an emphasis on green building standards.

CBSC has created an informational flyer for the public titled “Why we collect a surcharge on building permits.” You may download the electronic file from our Building Permit Fee webpage, print it and provide it as a handout to the public. Or, you may email us to request a two-sided postcard to share with your constituents.

8. We have overlooked a reporting quarter. What should we do now?

If a jurisdiction overlooks a reporting quarter(s), a Fee Report Form (BSC-2) for each past due quarter must be completed and submitted with the respective fees. However, the past and current quarterly fees may be paid with one check. See example below:

<table>
<thead>
<tr>
<th>Past Due Quarters</th>
<th>Current Quarter</th>
<th>Fee Report Required</th>
<th>Fees</th>
<th>Check Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-Mar 2019</td>
<td>Yes</td>
<td>$4,560</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr-June 2019</td>
<td>Yes</td>
<td>$7,420</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July-Sep 2019</td>
<td>Yes</td>
<td>$3,680</td>
<td></td>
<td>$15,660</td>
</tr>
</tbody>
</table>

9. Can one check be submitted for multiple quarterly reports?

Yes! See answer to Question 8 above.

10. Why are we allowed to keep 10%?

The 10 percent deduction is an allowance to cover your administrative costs, code enforcement and education (HSC Section 18931.6).

11. Can we contact the CBSC with questions regarding the fee calculation and reports?

Yes! Contact CBSC’s Fund Administrator at (916) 263-0916 or by email at CBSC@dgs.ca.gov.
Appendix 1: State Law Regarding the Building Permit Surcharge Fee

HSC Section 18931.6. Building permit applicants; fees
(a) Each city, county, or city and county shall collect a fee from any applicant for a building permit, assessed at the rate of four dollars ($4) per one hundred thousand dollars ($100,000) in valuation, as determined by the local building official, with appropriate fractions thereof, but not less than one dollar ($1).

(b) The city, county, or city and county may retain not more than 10 percent of the fees collected under this section for related administrative costs and for code enforcement education, including, but not limited to, certifications in the voluntary construction inspector certification program, and shall transmit the remainder to the commission for deposit in the Building Standards Administration Special Revolving Fund established under Section 19831.7.

(c) The commission may reduce the rate of the fee upon determining that a lesser amount is sufficient to maintain the programs established under this part.

(Added by Stats. 2008, Ch. 719, Sec. 3. Effective January 1, 2009.)

HSC Section 18931.7. Building Standards Administration Special Revolving Fund; availability of monies
(a) All funds received by the commission under this part shall be deposited in the Building Standards Administration Special Revolving Fund, which is hereby established in the State Treasury.

(b) Moneys deposited in the fund shall be available, upon appropriation, to the commission, the department, and the Office of the State Fire Marshal for expenditure in carrying out the provisions of this part, and the provisions of Part 1.5 (commencing with Section 17910) that relate to building standards, as defined in Section 18909, with emphasis placed on the development, adoption, publication, and updating of green building standards, the updating of verification guidelines for Tier 1 or Tier 2 green building standards and educational efforts, including, but not limited to, training for local building officials associated with green building standards.

(Amended by Stats. 2013, Ch. 585, Sec. 3. Effective January 1, 2014.)
(Amended by Stats. 2009, Ch. 140, Sec. 108. Effective January 1, 2010.)
(Added by Stats. 2008, Ch. 719, Sec. 3. Effective January 1, 2009.)
Appendix 2: CBSC Regulations to Implement the Permit Fee Law

California Code of Regulations
Title 24, Part 1, California Administrative Code
Chapter 1, Administrative Regulations of the
California Building Standards Commission
Article 5
CITY, COUNTY, AND CITY AND COUNTY
BUILDING PERMIT FEES

1-501. Purpose. This article establishes regulations for implementation of Health and Safety Code Sections 18931.6 and 18931.7, to require a surcharge on building permits in order to provide funds, upon appropriation, for the California Building Standards Commission, Department of Housing and Community Development and Office of the State Fire Marshal to use in carrying out the provisions of California Building Standards Law and of State Housing Law relating to building standards, with emphasis placed on the adoption, publication and educational efforts associated with green building standards. The fees are to be collected by cities, counties, and cities and counties and transmitted to the California Building Standards Commission. The fees are based on building permit valuation.

1-503. Definitions. The following terms are defined in Section 1-103. Definitions of this Chapter:

Building Standards Administration Special Revolving Fund (the Fund).
Department.
Fees, appropriate fractions thereof.
Office.

1-505. Fee assessment.

(a) Fees shall be levied on building permits required for all disciplines covered by Title 24, including, but not limited to, building, electrical, mechanical and plumbing, and for which a valuation is made.

(b) Fees are assessed at a rate of $4 per $100,000 of permit valuation, but not less than $1, with appropriate fractions thereof shown in the following table (1-505):

<table>
<thead>
<tr>
<th>PERMIT VALUATION</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - 25,000</td>
<td>$1</td>
</tr>
<tr>
<td>$25,001 - 50,000</td>
<td>$2</td>
</tr>
<tr>
<td>$50,001 - 75,000</td>
<td>$3</td>
</tr>
<tr>
<td>$75,001 - 100,000</td>
<td>$4</td>
</tr>
<tr>
<td>Every $25,000 or fraction thereof above $100,000</td>
<td>Add $1</td>
</tr>
</tbody>
</table>
1. Cities, counties, and cities and counties may retain up to ten percent (10%) of the fees for related administrative costs, code enforcement, and education as permitted by Health and Safety Code Section 18931.6.

2. When a building permit is issued and no valuation is made, the city, county, or city and county may exempt that permit from fee assessment.

(c) The Commission may reduce the rate of the fee by regulation upon determination that a lesser fee is sufficient to carry out the programs of the Commission, the Department and the Office. The Commission may establish a termination date or duration for the fee reduction period.

1-507. Fee collection.

(a) Cities, counties, and cities and counties shall submit fees each quarter, commencing with the quarter beginning January 1 and ending March 31, 2009, due on the 15th day of the following month.

1. Each quarter, a city, county, and city and county shall submit a Fee Report Form (BSC-2) and a check made payable to the California Building Standards Commission, with the fees collected for that quarter.

2. A Contact Information Form (BSC-3) shall accompany the Fee Report Form and check only when contact information changes. Such changes include the city, county, or city and county address, telephone number(s), office or department contact, and/or building official.

3. The certified quarterly Fee Report Form, Contact Information Form as appropriate, and check shall be mailed together to the California Building Standards Commission, 2525 Natomas Park Drive, Suite 130, Sacramento, CA 95833.

Note: The form templates are available at the Commission’s website: www.dgs.ca.gov/BSC.

(b) The Commission shall deposit the moneys collected into the Building Standards Administration Special [Revolving] Fund for use, upon appropriation, by the Commission, the Department, and the Office for use as specified in Section 1-501.

1-509. Request for refund of fees.

(a) When a city, county or city and county determine[s] that excess fees were paid in error due to a miscalculation, a written request for refund may be filed with the California Building Standards Commission, 2525 Natomas Park Drive, Suite 130, Sacramento, CA 95833. The request for refund shall be submitted with all of the following:
1. A detailed summary describing the circumstances surrounding the miscalculation that occurred regarding the incorrect submission of fees;

2. Documentation that demonstrates how the amount error occurred, and showing the correct amount;

3. Written certification that the refund amount is accurate and true.

(b) Receipt of a request for refund of fees shall be acknowledged by the California Building Standards Commission in writing within 45 days of receipt. The acknowledgement shall include whether additional supporting documentation is required in order to verify the refund amount.

(c) Should a city, county or city and county be delinquent in any past quarterly fee submissions, the past due quarterly fee reports and respective payments shall be made current prior to resolution regarding a refund.

Authority: Health and Safety Code Sections 18909(c), 18929, 18930.5, 18931.6 and 18931.7

Reference: Health and Safety Code Sections 18930.5, 18931.6 and 18931.7

HISTORY:

1. (BSC 02/08) Add new Article 1-10, City, County, and City and County Building Permit Fees. Effective on June 21, 2009.

2. (BSC 01/13) Supplement to correct grammatical errors, clarify fee collection forms and add a website reference in Article 5, Sections 1-503, 1-505, and 1-507. Approved by the California Building Standards Commission on July 22, 2014, filed with Secretary of State on July 30, 2014, effective August 30, 2014.

3. (BSC 01/15) Amend Chapter 1, Article 5, 1-509. Approved by the California Building Standards Commission on December 16, 2015, filed with the Secretary of State on December 21, 2015, and effective 30 days after filing with Secretary of State.
Appendix 3: Fee Report Form BSC-2

This form must be completed, signed and included with permit fee submittals to CBSC.

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
BUILDING STANDARDS COMMISSION

Building Standards Administration Special Revolving Fund (BSASRF)

All California jurisdictions are required to collect a fee on each building permit issued for all disciplines covered by Title 24 and for which a valuation is made (California Administrative Code, Chapter 1, Article 5).

Fees are required to be assessed as follows:

<table>
<thead>
<tr>
<th>Building Permit Valuation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 – 25,000 or fraction thereof</td>
<td>$1</td>
</tr>
<tr>
<td>$25,000.01 – 50,000 or fraction thereof</td>
<td>$2</td>
</tr>
<tr>
<td>$50,000.01 – 75,000 or fraction thereof</td>
<td>$3</td>
</tr>
<tr>
<td>$75,000.01 – 100,000 or fraction thereof</td>
<td>$4</td>
</tr>
<tr>
<td>Every $25,000.01 or fraction thereof above $100,000</td>
<td>Add $1</td>
</tr>
</tbody>
</table>

Section A – Jurisdiction Reporting Information

<table>
<thead>
<tr>
<th>Jurisdiction Name</th>
<th>Select if a City</th>
<th>Town</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Quarter Beginning Date:   
Quarter Ending Date: 
Quarter Ending Year: 

Section B – Contact Information

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>City</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name:       
Phone Number: 

Email Address: 

New email address? Sign up or update your MailChimp subscription at the website below.

Section C – Remittance Information

Total fees assessed during reported quarter: 
Less up to 10% local government retainer: 
Total fees enclosed: 

DO NOT deduct overpayments. If a refund is necessary, contact CBSC.

Number of permits for which a valuation was made: 
Total valuation of above permits: 

Section D – Certification

I declare that I have reviewed this report and, to the best of my knowledge and belief, it is correct and complete.

Authorized Signature:   
Date Signed: 

Position Title: 

Mail the completed Fee Report Form and a check payable to the California Building Standards Commission to: 
California Building Standards Commission  
2525 Natomas Park Drive, Suite 130, Sacramento, CA 95833 

More information available at CBSC’s BSASRF webpage: www.dgs.ca.gov/BSC/BSASRF...The-Building-Pe...
Appendix 4: Contact Information Form BSC-3

Use this form to notify CBSC when your contact information changes.

### BUILDING STANDARDS ADMINISTRATION SPECIAL REVOLVING FUND (BSASRF)

Complete and submit this form for changes in personnel handling your BSASRF fee remittance to CBSC.

#### Section A – Jurisdiction Information
- **Jurisdiction Name**
- **Select if a City/Town or County**

#### Section B – Contact Information
- **Mailing Address**
- **City**
- **Zip Code**
- **Name and Position Title**
- **Phone Number**
- **Email Address**

**New email address?** Sign up or update your MailChimp subscription at the website below.

#### Other contacts within your jurisdiction for BSASRF reporting? Please provide name, email and phone number.
- **Name**
- **Email Address**
- **Phone Number**
- **Name**
- **Email Address**
- **Phone Number**

#### Section C – Additional Information

**Other Jurisdictions for which you report? Please list**

- **Jurisdiction Name**
- **Jurisdiction Name**

If more space is needed, attach an additional page.

**Mail the completed Contact Information Form to:**

California Building Standards Commission
2525 Natomas Park Drive, Suite 130
Sacramento, CA 95833

**Email:** cbcc@dgs.ca.gov

More information available at CBSC’S BSASRF webpage:
[https://www.dgs.ca.gov/BS/C/BSASRF---The-Building-Permit-Fee](https://www.dgs.ca.gov/BS/C/BSASRF---The-Building-Permit-Fee)