Building Division · 555 Santa Clara Street · Vallejo · CA · 94590

Building Permit Fee Reduction Program

Application & Checklist

Purpose: To determine eligibility for a 50% discount on eligible building permit fees for qualifying homeowners enrolled in the Pacific Gas and Electric Company (PG&E) California Alternate Rates for Energy (CARE) program. For questions, please contact the Building Division directly at: building.division@cityofvallejo.net

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SECTION 1 — HOMEOWNER INFORMATION

Property Address: _____

Homeowner Name: _____

Mailing Address (if different): _____

Phone Number: _____ **Email:** _____

Building Permit/Application No. (if available): _____

Description of Proposed Work:

SECTION 2 — PG&E CARE PROGRAM ELIGIBILITY

Please check the appropriate responses.

☐ **YES**- This home is owner-occupied

☐ **NO**- This home is not occupied by the owner

☐ **YES** — I am currently enrolled in the PG&E CARE program.

☐ **NO** — I am not currently enrolled in the PG&E CARE program.

☐ **UNSURE** — I need assistance confirming my enrollment status.

Required Verification

Please provide one of the following, subject to City verification requirements:

☐ A recent PG&E bill showing the CARE discount or CARE enrollment.

☐ Other acceptable documentation confirming current PG&E CARE enrollment:

Privacy Notice: Please redact your PG&E account number and other unnecessary personal or financial information before submitting documentation. Do not submit your Social Security number.

SECTION 3 — HOMEOWNER CERTIFICATION

I certify that the information provided on this form is true and accurate to the best of my knowledge. I authorize the City of Vallejo Building Division to review the documentation provided for the limited purpose of determining eligibility for the applicable building permit fee discount.

I understand that:

- Enrollment in the PG&E CARE program does not automatically guarantee a permit fee discount.
- The discount applicable to permit fees only; does not include passthrough fees (CA State, SMIP) or admirative fees (Application Processing).
- Additional documentation may be requested to verify eligibility.
- The City will determine final eligibility and the amount of any applicable discount.

Homeowner Signature: _____

Printed Name: _____

Date: _____

SECTION 4 — BUILDING DIVISION STAFF CHECKLIST

For City staff use only.

Application/Permit No.: _____

Staff Reviewer: _____

Verification item	Yes	No	N/A
Application form completed	☐	☐	☐
Homeowner/property information reviewed	☐	☐	☐
Current CARE enrollment documentation received	☐	☐	☐
CARE enrollment verified in accordance with City procedures	☐	☐	☐
Permit type and proposed work reviewed for eligibility	☐	☐	☐
Supporting documentation retained in accordance with City procedures	☐	☐	☐

STAFF DETERMINATION

☐ **APPROVED** — Eligible for 50% discount on qualifying permit fees.

☐ **PENDING** — Additional documentation or review required.

☐ **NOT APPROVED** — Eligibility requirements not met.

Reason for pending status or denial:

Eligible Fees Before Discount: $_____

50% Discount Amount: $_____

Eligible Fees After Discount: $_____

Other Non-Discounted Fees (if applicable): $_____

Total Amount Due: $_____

Reviewer Signature/Initials: _____

Date: _____

BUILDING DIVISION ADMINISTRATIVE NOTE

This form is a proposed administrative tool and does not independently establish eligibility for a fee waiver or discount. Before implementation, the City should confirm the applicable authorizing policy, qualifying permit types and fees, acceptable proof of CARE enrollment, verification procedures, and any restrictions or exclusions. The 50% discount should be applied only as authorized by the City.