



125 East College Street
Covina, CA, 91723
P) 626-384-5460
Building@covina.gov
www.covina.gov

REFUND REQUEST

IB-50

PERMIT CANCELATION AND REFUND POLICY

If a permit was issued and paid for, a permit applicant may receive 80% refund for **permit fees** if:

- There are no inspections on record **and**
- The permit is not expired

This does not include payment for any services provided, such as plan check fees and maintenance fees. If inspection fee was paid, but the permit was not issued they can receive 100% of that fee.

If a permit was not issued, the applicant may receive 100% refund for all services not provided (inspection(s), school fees, & permits fees). Refunds are not applicable towards services already provided.(plan check or review)

Notification of permit cancelation can be done via email to permits@covina.gov or via a letter stating that the applicant wishes to cancel a permit. **We will not issue refunds for permits with inspections or that are expired.** The applicant must state where the check should be mailed to.

The expiration date is 180 days during plan check (not issued permit) and 365 days after a permit has been issued. Checks are mailed out on **Thursdays only**. The deadline to submit the request for refund to the Building department are Mondays at 8am.

SOLAR PV- PERMITS

The CITY OF COVINA will no longer be processing any refunds for SOLAR PV permits including Energy storage systems (ESS), Panel upgrades, or EV charging.as part of the Solar PV application. Once a plan check and permit has been processed and the permit is issued NO fee or portion of that fee shall be reversed or refunded. This is effective **MONDAY 7/1/2024.**

Under the provisions set forth by the current **2022 California Building Code Section** (Scope and Administration) [A]109.6 Refunds. The building official is authorized to establish a refund policy.

The purpose of this policy is to streamline the process and procedures of the permitting process and staff time. The current industry practice of pulling permits prior to acceptance or completion of the sale of a PV system has resulted in multiple application(s) for permits for the same property by different contractors. This has resulted in a back log of incomplete applications, unissued permits, expired permits or duplicated permits.

Further adjustments in the permit policy specifically for Solar PV, Energy Storage, and EV charging is that a signed / authorized home owner certification is required as prerequisite at the time a permit application applied for. This includes the application made with the Solar App+ and/ or in-person submissions.

Any questions can be referred to the Building Department at 626-384-5460

Operating hours: Monday – Thursday from 7AM – 6PM, CLOSED for Lunch from 1 – 2 PM