

## **Permit and Inspection Fees**

### **Frequently Asked Questions**

**6/26/2019**

#### **Why is the Central Valley Flood Protection Board (CVFPB) charging fees?**

As part of our mission to reduce flood risk in the Central Valley, it is CVFPB's responsibility to regulate encroachments within the adopted plan of flood control. Permit review and inspections require technical analyses by a team of engineers, environmental scientists, and other experts to assess whether the encroachment(s) comply with California Code of Regulations, Title 23, Division 1 (CCR Title 23), and determine whether it will be injurious to the adopted plan of flood control. This process can include the preparation of staff reports and presentation of staff recommendations to Board members for approval. Our agency is wholly funded through State of California General Fund appropriations. The State Legislature has mandated the CVFPB to reduce its reliance on the State's General Fund and for the agency to become fiscally independent. Permit and inspection fees are a part of that effort. The fee schedule was discussed at numerous public meetings and became part of CCR Title 23 through the Administrative Procedures Act, which included opportunities for public comments. For more details on the rulemaking package, see our [Permit and Inspection Fees Rulemaking Package](#) on our website.

#### **I'm applying for a permit. What fees do I need to pay?**

Any encroachment permit application received after July 1, 2019 is subject to permit application fees, construction inspection fees, and routine inspection fees. The fees are based on the type of encroachment to be permitted. The fee schedule can be found on our website under the yellow "Fees" button.

#### **I submitted a permit application before July 1, but it hasn't been approved yet. Am I subject to fees?**

No, only permit applications received after July 1<sup>st</sup> 2019, are subject to the fee program.

#### **What forms of payment are accepted?**

Checks, money orders, cashier's checks, and Electronic Funds Transfer (EFT) are accepted. Please make checks out to Central Valley Flood Protection Board. Please include the check with the submittal of your application. Credit cards nor cash are not accepted at this time.

#### **When are fees due?**

Fee due dates differ depending on their type. Currently, there are three types of fees: permit application fees, construction inspection fees, and routine inspection fees. Permit application fees are due at the time of application submittal to the CVFPB. Applications submitted without appropriate fees

will not be processed. Construction inspection fees are due prior to issuance of a permit. Approved permits will not be issued until construction fees are paid. Routine inspection fees are due before the next scheduled routine inspection. Permittees will receive a notification approximately 90 days before these fees are due.

**Does the CVFPB have a payment installation plan for Permit Applications?**

No, the permit application fee must be received in full before CVFPB staff will begin the technical review of the permit application.

**I have multiple encroachments that I want to permit. How much do I owe?**

If there are multiple encroachments to be included on one permit application, fees are only due for the encroachment with the highest permit review fee amount. For example, if an applicant submits a permit application to construct a pool, stairs, and landscaping, the fee for the pool would govern because it is the highest of the three items (pool: \$3,000; stairs: \$1,500; landscaping: \$1,000).

**I didn't include payment with my application. Where should I send a check?**

If you did not include the permit application fee with the permit application submittal, payments should be sent to:

Central Valley Flood Protection Board  
Attention: Permitting Section  
3310 El Camino Avenue, Suite 170  
Sacramento, CA 95821

Please make certain to list the permit application number on your check.

**I've had a permit for my encroachments for a long time. Will I ever be subject to fees?**

If your permit needs to be updated and reissued, you will be subject to permit and inspection fees. If it is only a name-change request, the fee for reissuance is \$300, and the encroachments will be subject to routine inspection fees as noted in the fee schedule (Appendix B).

**What is the fee amount for work that the CVFPB determines are minor alterations and do not require a permit?**

Some work requests are considered minor alterations to the flood control system and do not require a full permit to be issued. Nevertheless, such requests require staff time to review and formally respond. As such, they are subject to a \$500 fee due at the time the request is submitted to the CVFPB.

**What if I just want to do maintenance on my permitted encroachment? Is there a fee for that?**

In general, maintenance on permitted encroachments is not only encouraged, but it is a requirement of a permit. Maintenance activities are defined in Section 4 (v) of Title 23. Most maintenance on encroachments do not require permission from CVFPB and is not subject to any fee. However, if the maintenance involves excavations into a levee, or any excavation during the flood season, a maintenance request must be submitted to CVFPB for approval and is subject to a \$300 fee. If the proposed work is determined to be an authorized activity that does not require a permit, the CVFPB will issue a response letter granting permission to perform the work.

**Does CVFPB waive fees?**

No, the CVFPB does not have a fee waiver program. In certain instances, fees for emergency work may be deferred until a permit application is required by Title 23. Please contact CVFPB permitting staff to determine if such a fee payment can be deferred.

**Can I submit construction inspection fees early, so issuance of the permit isn't delayed?**

Yes. Applicants will be informed of the construction inspection fee amount that is due and can submit it any time prior to the issuance of the permit.

**Will these fees increase or decrease in future years?**

The CVFPB does periodic analyses of the costs for permitting and inspection activities. If the results of the analyses warrant an increase or decrease to the fees, the CVFPB will work to adjust the fees accordingly.

**Who can I talk to for more information?**

If you submitted an application and received a notification letter that it was received, please direct your questions to the review staff listed in that letter. For general questions, please call (916) 574-0609, or email us at [Questions@CVFlood.ca.gov](mailto:Questions@CVFlood.ca.gov).