



# PETITION INSTRUCTIONS

Generally, the person for whom a fire prevention fee billing has been issued may petition for redetermination if they believe their Fire Prevention Fee has been calculated incorrectly for their property. Examples of specific issues that may be considered in a Petition include whether the structure is actually located in the SRA, the number of habitable structures that should be charged the Fee, the \$35 per structure reduction for structures located in an area that receives local fire protection services, 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 State Board of Equalization. Feepayers 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. The form must be filled in completely. **Do not mail any payments with this Petition.** For questions about where to send your payment or to make payment arrangements, call the Fire Prevention Fee Service Center at 1-888-310-6447.

## Form Instructions

**Notice ID:** The identification number on the Notice of Determination (billing notice) received from the State Board of Equalization

**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 (DN) 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.

**Signature and Date:** A valid signature and date of the Petition are required for processing.

## **Other Information:**

If your fully completed Petition and documentation are received before the deadline, collection of the Fire Prevention Fee will be suspended until after you are mailed a letter notifying you of the outcome of your Petition. You should pay the full amount of the bill prior to filing a Petition for Redetermination, so as to avoid the accrual of interest and penalty. If you have already paid the bill and your Petition is approved, you will be refunded any amount determined to be overpaid.

**SRA:** SRA means "State Responsibility Area" including non-federal 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 2011-12, the Fire Prevention Fee is levied at the rate of \$150 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 exemptions (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. Structures occupied for residential use include single family homes, multi-dwelling structures, mobile and manufactured homes, condominiums and apartment buildings. Habitable structures do not include incidental buildings such as detached garages, barns, outdoor sanitation facilities and sheds. For apartment buildings on the same parcel, each separate building is considered a habitable structure. The number of dwelling units within each building does not affect the amount of fees due or credits provided.

**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 PM, excluding state holidays.

## EXAMPLES OF ACCEPTABLE DOCUMENTATION

Acceptable documentation to support the claims made in your Petition may include, but are not limited to:

- Property tax bill or map showing the property is located within the boundaries of an incorporated city.
- Property tax bill or map showing the property is within the boundaries of an agency that provides fire protection services.
- Newsletter or other documentation showing that a particular agency, such as a Community Services District (CSD), provides fire protection services.
- Printed copy of map from CAL FIRE website showing structure is not within the SRA.
- Photos of a structure showing it is not a habitable structure.
- Building permit, building plans, or other documentation showing a structure is not a habitable structure.
- Deed of Trust or other documentation showing a property is owned by a Federal agency.
- Two Notices of Determination 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.