



## **SUBJECT**

Minimum Non-refundable Application Filing Fee

**PIN:** 46

**Effective:** 1/01/2011

**Revised:** 4/20/2011



## **PURPOSE**

The purpose of this Policy Intent Notice is to bring the Office of Statewide Health Planning and Development's (OSHPD) fee policy into compliance with the requirements of the Hospital Facilities Seismic Safety Act (HFSSA).

## **BACKGROUND**

Health and Safety Code Section 129785 (a) requires OSHPD to determine an application filing fee up to a designated maximum level, that will cover its costs for administering the Office's duties and responsibilities under the HFSSA. In addition, this statute establishes a non-refundable minimum filing fee of \$250.00 for any application. Currently, the minimum filing fee is charged for applications submitted for plan review, annual building permits, building permits for AB 2632 and SB 1838 projects, etc.

---

## **POLICY**

Upon implementation of OSHPD's new e-Services Portal automated system, a \$250.00 non-refundable filing fee will be charged for applications including, but not limited to the following:

1. Application for Amended Construction Documents-Plan Review
2. Application for Alternate Method of Compliance (submitted to OSHPD for a specific construction project)
3. Application for Seismic Evaluation Report and/or Compliance Plan Review and/or Request for NPC or SPC Upgrade (*reference Title 24, Part 1, Section 7-133 (b)*)
4. Application for Extension/Delay in Compliance (*reference Title 24, Part 1, Section 7-133 (c)*)

The minimum non-refundable filing fee covers only the cost of OSHPD's processing of the application. Upon receipt of the application, an invoice will be sent to the applicant. This non-refundable filing fee will be in addition to any other fees that may currently be associated with some of OSHPD's processes or programs (e.g. fees for estimated construction cost, time and materials based on OSHPD's currently hourly billing rates, etc.). See [Code Application Notice 1-7-133](#) for additional fee information.

## **FILING PROCEDURES**

### **Filing Request for Review of Amended Construction Documents**

For projects submitted to the office on or after implementation of OSHPD's new e-Services Portal automated system, OSHPD will only review amended construction documents (Addenda, Instruction Bulletins and Change Orders) for changes to approved construction documents that would materially alter the work during project construction. Please refer to [Code Application Notice 2-107.4](#) for detailed information regarding amended construction documents that require OSHPD review and approval.

Each amended construction document shall be submitted using an *Application for Amended Construction Documents-Plan Review* form provided by OSHPD and accompanied by two sets of plans and specifications for the amended construction document. The final project fee will be based on the final construction cost plus non-refundable application fees for all applications submitted for the project, including the initial application for plan review.

### **Filing Request for Alternate Method of Compliance**

Requests for OSHPD review and approval of Alternate Method of Compliance for a project shall be submitted pursuant to Title 24, Part 1, Section 7-104. Alternate Method of Compliance includes Program Flexibility and Alternate Means of Protection, Alternate Method of Compliance, and Alternative Systems Designs required by regulations to be specifically approved by the enforcing agency.

Upon implementation of OSHPD's new e-Services Portal automated system, each request for an Alternate Method of Compliance shall be submitted using an *Application for Alternate Method of Compliance* form provided by OSHPD and accompanied by any necessary supporting documents.

### **Filing Seismic Evaluation Report, Compliance Plan Review or Request for NPC or SPC Upgrade**

Each seismic evaluation report, compliance plan or request for Nonstructural Performance Category (NPC) or Structural Performance Category (SPC) upgrade shall be submitted using an *Application for Seismic Evaluation Report and/or Compliance Plan Review and/or Request for NPC or SPC Upgrade* form provided by OSHPD and accompanied by any necessary supporting documents. If any of these documents are submitted jointly on one application the non-refundable filing fee for that application will be a \$250.00.

Other fees, in addition to the \$250.00 non-refundable filing fee, will be charged to the applicant for actual cost of OSHPD's review and approval of the submitted documents pursuant to Title 24, Part 1, Section 7-133 (b).

**Filing Request for an Extension/Delay in Compliance**

Each request for an extension/delay in compliance under SB 1661 (Chapter 679, Statutes of 2006) or SB 499 (Chapter 601, Statutes of 2009) shall be submitted using an *Application for Extension/Delay in Compliance* form provided by OSHPD and accompanied by any necessary supporting documents. If one application is submitted for extension/delay in compliance under both SB 1661 and SB 499, the non-refundable filing fee for that application will be \$250.00.

Other fees, in addition to the \$250.00 non-refundable filing fee, will be charged to the applicant for actual cost of OSHPD's review and approval of the submitted documents pursuant to Title 24, Part 1, Section 133 (c).

<u>Original Signed</u>	<u>4/20/11</u>
Paul Coleman	Date