BOARD OF FORESTRY AND FIRE PROTECTION

REQUEST FOR EXEMPTION FROM THE FIRE PREVENTION FEE DUE TO NATURAL DISASTER

BOFFP FORM VERSION 2, ADOPTED 5/13/15

1. Request Date _____

This form is an application for an exemption from the Fire Prevention Fee pursuant to Public Resources Code (PRC), § 4213.1

The completed form must be sent to: **Fire Prevention Fee Service Center, Attn: Exemptions, P.O. Box 2254, Suisun City, CA, 94585.** If you receive a bill for the Fire Prevention Fee, and your habitable structure is no longer habitable due to a natural disaster, please submit this form. Your request will be reviewed by CAL FIRE and the exemption granted as appropriate. You do not need to pay the fee in advance, but you are advised that if your request is denied, you may be assessed interest and possible penalties. If you are uncertain as to whether you will qualify for an exemption, you are advised to pay the fee. If the request is approved, the State Board of Equalization will refund the fee you paid. **If you have any questions about this form, please call the Fire Prevention Fee Service Center at: 1-888-310-6447.**

By signing below, you certify under penalty of perjury you are the owner of the property described in items 4 and 4b and that you have fulfilled the obligations required by PRC, § 4291 and 14 CCR § 1299.03 for this property as described on Page 2. Please fill out the form below completely.

2. Name of Habitable Structure Owner (see next page for definition of owner)	**3. Phone Number**

4. Physical Address of the Property	**4a. County**	**4b. Parcel Number or Decal Number**

5. Current Mailing Address

6. Date of incident that resulted in structure damage. This exemption only applies to incidents that occurred after July 1, 2014.

A natural disaster is a major adverse event resulting from natural processes of the Earth

6a. Type of Incident (Check all that apply)

☐ Wildfire ☐ Earthquake ☐ Tsunami ☐ Tidal Wave ☐ Flood ☐ Hurricane ☐ Landslide

☐ Tornado ☐ High Winds ☐ Severe Storm

☐ Other (please specify) _____

7. Description of damages (Please describe why the structure is unsuitable for habitation, and duration of time necessary to repair)

8. I hereby certify under penalty of perjury under the laws of the State of California, that all of the actions for compliance with PRC, § 4291 and 14 CCR § 1299.03 were completed around my habitable structure in the calendar year prior to _____ at which time, due to a natural disaster, my structure became uninhabitable.

_____

Signature Date

For CAL FIRE use only

Account #	**Date Processed**	**Approved**	**Declined**
_____	_____	☐	☐

Under PRC, § 4211 the following definitions apply:

"Owner of a habitable structure" means the person that is the owner of record of a habitable structure in the county tax assessor rolls or as recorded in the records of the Department of Housing and Community Development on July 1 of the state fiscal year for which the fee is due.

"Habitable Structure" means a building that contains one or more dwelling units or that can be occupied for residential use. Buildings occupied for residential use include single family homes, multi-dwelling structures, mobile and manufactured homes, and condominiums. Habitable structures do not include commercial, industrial, or incidental buildings such as detached garages, barns, outdoor sanitation facilities, and sheds.

"Person" means an individual, trust, joint stock company, business concern, or corporation, including, but not limited to, a government corporation, partnership, limited liability company, or association. "Person" also includes any city, county, city and county, district, commission, the state or any department, agency, or political subdivision thereof, any interstate body, and the United States and its agencies and instrumentalities to the extent permitted by law.

Under PRC, § 4291 and 14 CCR § 1299.03, a person who owns a habitable structure must maintain defensible space. By signing and submitting this document, you are certifying that all of the actions required pursuant to PRC, § 4291 and 14 CCR § 1299.03 were completed within one year prior to the structure becoming uninhabitable.

Zone 1 (within 30 feet of all structures or to property line, whichever comes first):

>Remove all branches within 10 feet of any chimney or stovepipe outlet pursuant to PRC, § 4291(a)(4) and 14 CCR § 1299.03(a)(2).
>Remove leaves, needles or other vegetation on roofs, gutters, decks, porches, stairways, etc pursuant to PRC, § 4291(a)(6) and 14 CCR §1299.03(a)(1).
>Remove all dead or dying trees, branches, shrubs or other plants adjacent to or overhanging buildings pursuant to PRC, § 4291(a)(5) and 14 CCR § 1299.03(a)(2).
>Remove all dead or dying grass, plants, shrubs, trees, branches, leaves, weeds, and needles pursuant to 14 CCR § 1299.03(a)(1).
>Remove or separate live flammable ground cover and shrubs pursuant to PRC, § 4291(a)(1) and BOF General Guidelines item 1, which is incorporated by reference in 14 CCR § 1299.03(b)(1).
>Remove flammable vegetation and items that could catch fire which are adjacent to or below combustible decks, balconies, and stairs pursuant to 14 CCR § 1299.03(a)(4).
>Relocate exposed wood piles outside of Zone 1 unless completely covered in a fire resistant material pursuant to 14 CCR § 1299.03(a)(3).

Zone 2 (within 30-100 feet of all structures, but not beyond the property line):

>Cut annual grasses and forbs to a maximum of 4 inches in height pursuant to 14 CCR § 1299.03(b)(2)(B).
>Reduce fuels in accordance with the Fuel Separation or Continuous Tree Canopy guidelines pursuant to BOF General Guidelines item 4, which is incorporated by reference in 14 CCR § 1299.03(b)(1).
>All exposed woodpiles must have a minimum of ten feet (10 feet) clearance, down to bare mineral soil, in all directions pursuant to 14 CCR § 1299.03(b)(2)(C).
>Dead and dying woody surface fuels and aerial fuels shall be removed. Loose surface litter, normally consisting of fallen leaves or needles, twigs, bark cones, and small branches, shall be permitted to a maximum depth of three inches (3 in.) pursuant to 14 CCR § 1299.03(b)(2)(A).

Other Requirements (for both Zones 1 and 2):

>Logs or stumps embedded in the soil must be removed or isolated from other vegetation pursuant to BOF General Guidelines item 3, which is incorporated by reference in 14 CCR § 1299.03(b)(1).
>Outbuildings and Liquid Propane Gas (LPG) storage tanks shall have ten feet (10 ft.) of clearance to bare mineral soil and no flammable vegetation for an additional ten feet (10 ft.) around their exterior pursuant to 14 CCR § 1299.03(c)(1).

For Informational Purposes Only:

>Address numbers shall be displayed in contrasting colors (4" Min. Size) and shall be plainly legible and visible from the street or access road pursuant to Title 24, CCR, Part 9, Chapter 5, Section 505.1.
>Equip chimney or stovepipe openings with a metal screen having openings between 3/8 inch and ½ inch pursuant to Title 24, CCR, Part 2, Chapter 21, Section 2113.9.2.