


INSTRUCTIONS

Please read the following guidelines before submitting SFUSD Form:

1. Submit **BOTH** FORM 100 and NOTICE OF 90-DAY REFUND FORM for all building applications that are subject to SFUSD review.
2. Complete **ALL** the fields highlighted in yellow as shown on the sample FORMS below:
 - a. **Applicant** must complete Item I & II and sign Item IV / D of Form 100, sign Notice of 90-Day Refund Form.
 - b. **Plan Checker** must complete Item III. & Category A. and/or B w/ initials, record on FORM 100 clearly of the calculated square footage.
3. Revision of FORM 100 due to recalculation of square footage: **Plan Checker** must make notes on empty space at bottom of new Form 100 **WITH** reason of justification for SFUSD re-invoicing.
4. Incomplete or unsigned forms cannot be accepted. Completed SFUSD forms will be forwarded to SFUSD for fee calculation.



FORM 100 **CERTIFICATION OF PAYMENT OF SCHOOL FACILITIES FEES** Tel: (415) 241-6090

Please print in CAPITAL letters using black ink only. Building permit application with illegible handwriting will be returned and/or delayed.
To be valid, this form must be accompanied by a DBI payment stamp and include the square footage of the amount paid.

I. APPLICANT (To Be Completed by Applicant)

Owner/Authorized Representative: _____
 Organization: _____
 Mailing Address: _____
 Phone: _____ Email: _____

II. SITE INFORMATION (To Be Completed by Applicant)

Permit Application No(s): _____
 Project Site Address or Legal Description: _____

III. CONSTRUCTION TYPE - AREA/SQUARE FOOTAGE (To Be Completed by Plan Checker)

Plan Reviewer's Name (Print): _____
 Email: _____@sf.gov.org Tel No. (415) _____

DBI FEE PAYMENT STAMP

	RESIDENTIAL	COMMERCIAL	NEW	ADD	SQUARE FOOTAGE	RATE PER SQ/FT	TOTAL FEES RESIDENTIAL	DBI INITIAL
A. RESIDENTIAL CONSTRUCTION								
1. All Assessable Space on any new Residential development and additions to existing Residential properties greater than 500 square feet, taking into account any decrease in existing assessable space that results from the construction. If the addition exceeds 500 sq. ft., fees are charged on the entire addition.					500	\$3.79	\$	
2. Senior Housing Construction (Applicant to contact SFUSD at (415) 241-6090)						\$0.60	\$	
B. COMMERCIAL/INDUSTRIAL (C/I) CONSTRUCTION, including Qualified Senior Housing (See Form 100A) Any new Commercial or Industrial development, including additions of any size which create new space.								
1. Retail and Services						\$0.60	\$	
2. Office						\$0.60	\$	
3. Research and Development						\$0.60	\$	
4. Industrial/Warehouse/Manufacturing						\$0.60	\$	
5. Hospital						\$0.60	\$	
6. Hotel/Motel						\$0.31	\$	
7. Self-Storage						\$0.01	\$	

SFUSD Signature/Date _____ Total Fees Due \$ _____


IV. SIGNED BY DEVELOPER/OWNER OR AUTHORIZED AGENT AT TIME OF FEE PAYMENT

The undersigned certifies under penalty of perjury that:
 A. The above information is correct and true to the best of my knowledge and that I will file an amended certification of payment and pay the additional fee if I request an increase in the square footage after the building permit has been issued or if the initial determination of the square footage is found to be incorrect.
 B. I am the Developer/Owner of the above described project(s) or I am authorized to sign on their behalf.
 C. I have read and am informed of the 90-calendar day written facilities fees protest period in which to request a refund/waiver from the San Francisco Unified School District. I understand that I can call SFUSD's Real Estate/Permit Office at (415) 241-6090 with any questions regarding availability of refunds or the protest process.
 D. I understand that fees are subject to change following a fee justification study, noticed public hearing, and approval by the SFUSD Board of Education.

Print Name: _____ Signature: _____ Date: _____

V. DBI CERTIFICATION OF FEE PAYMENT This certifies that the Applicant listed in Section I. has paid facilities fees based upon the information presented above; this information may be subject to review for accuracy. The payment of these fees is a prerequisite to the issuance of a building permit. Applicant has acknowledged in writing receipt of SFUSD's 90-Refund/Protest Policy.

Permit Technician's Name & Signature: _____ Print Name _____ Signature _____ Email: _____@sf.gov.org



REAL ESTATE/PERMIT OFFICE – SCHOOL FACILITIES FEES PROGRAM
 135 VAN NESS AVE., ROOM 116
 SAN FRANCISCO, CA 94102
 Tel: (415) 241-6090

NOTICE OF 90-DAY REFUND/PROTEST POLICY FOR SCHOOL FACILITIES FEES (DEVELOPER FEES)

Dear Developer / Owner:

The San Francisco Unified School District, in accordance with the California Education and Government Codes, collects school facilities fees (developer fees) to pay for the construction of school facilities necessitated by student population increases resulting from development. **These fees must be paid before the City of San Francisco's Department of Building Inspection will issue you a building permit.** Fees are assessed on the basis of assessable square footage, pursuant to Education Code section 17620. Et seq., and Government Code section 65995, et seq.

The law allows for refunds or waivers of certain developer fees and exempts some projects from the requirement altogether. However, requests for refunds or waivers, or any other written form of protest of fees must be received by the Real Estate/ Permit Office within **90 calendar days** after the payment of such fees. A written request is required within the 90-day deadline to preserve your right to protest, but submission of relevant supporting documentation at the time of making your protest is encouraged. Applications for waivers and refunds received by the Real Estate/Permit Office and promptly forwarded to the District's Superintendent for final determination.

Be advised that the Real Estate/Permit Office **will not** process refund requests or protests that are received after the 90-calendar day deadline, and all such correspondence must be sent to SFUSD's Chief Facilities Officer c/o Real Estate/Permit Office - School Facilities Fees Program, 135 Van Ness Ave., Room 116, San Francisco, CA 94102 – attention: Real Estate Manager. **Do not send** refund requests or protests to the City's Department of Building Inspection.

If you have any questions on the types of refunds/credits available, please call SFUSD's Real Estate/Permit Office at (415) 241-6090.

Please sign the statement below to acknowledge receipt of this notice – your signature is required before DBI collects payment and issues the building permit. Thank you.

Elizabeth Lee, Manager
 Real Estate/Permit Office - School Facilities Fees Program
 San Francisco Unified School District

I have read and am informed of the 90-calendar day written facilities fees protest period in which to request a refund/waiver from the San Francisco Unified School District. I understand that I can call SFUSD's Real Estate/Permit Office at (415) 241-6090 with any questions regarding availability of refunds or the protest process.

Print Name _____ Signature _____ Date _____

¹ Waivers or fee reductions are typically based on housing affordability, duplication of fees, or any other issue related to fairness or equity. Refunds are justified when there is an adjustment in overall square footage, the project was not constructed, or a determination is subsequently made that the fees were improper. Exemptions are only recognized for: Residential additions under 500 sq. ft.; Senior Housing; reconstruction of a structure destroyed by natural disaster; facilities used exclusively for religious purposes; facilities used exclusively as a private full-time day school; any governmental facilities—local, state or federal; state-owned housing for migrant farm workers; replacement of a mobile home in currently occupied mobile home space.

page 1 of 5

page 3 of 5

FORM 100
CERTIFICATION OF PAYMENT OF SCHOOL FACILITY FEES
Tel: (415) 241-6090

Please print in CAPITAL letters using black ink only. Building permit application with illegible handwriting will be returned and/or delayed.

To be valid, this form must be accompanied by a DBI payment stamp and include the square footage of the amount paid.

I. APPLICANT (To Be Completed by Applicant)

 Owner/Authorized Representative: _____
 Organization: _____
 Mailing Address: _____
 Phone: _____ Email: _____

II. SITE INFORMATION (To Be Completed by Applicant)

 Permit Application No(s): _____ - _____ - _____
 Project Site Address or Legal Description: _____

III. CONSTRUCTION TYPE - AREA/SQUARE FOOTAGE (To Be Completed by Plan Checker)

 Plan Reviewer's Name (Print): _____
 Email: _____@sfgov.org Tel No. (415) _____

<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> NEW <input type="checkbox"/> ADD		SQUARE FOOTAGE	RATE PER SQ/FT	TOTAL FEES RESIDENTIAL	DBI INITIAL
A. RESIDENTIAL CONSTRUCTION	1. All Assessable Space on any new Residential development and additions to existing Residential properties greater than 500 square feet, taking into account any decrease in existing assessable space that results from the construction. If the addition exceeds 500 sq. ft., fees are charged on the entire addition.	≤ 500 SQ/FT	∅	∅	
		' - - - ' - - -	\$3.79	\$	
	2. Senior Housing Construction (Applicant to contact SFUSD at (415) 241-6090)	' - - - ' - - -	\$0.60	\$	
B. COMMERCIAL/INDUSTRIAL (C/I) CONSTRUCTION, including Qualified Senior Housing (See Form 100A) Any new Commercial or Industrial developments including additions of any size which create new space.		SQUARE FOOTAGE	RATE PER SQ/FT	TOTAL FEES C/I	DBI INITIAL
1. Retail and Services		' - - - ' - - -	\$0.60	\$	
2. Office		' - - - ' - - -	\$0.60	\$	
3. Research and Development		' - - - ' - - -	\$0.60	\$	
4. Industrial/Warehouse/Manufacturing		' - - - ' - - -	\$0.60	\$	
5. Hospital		' - - - ' - - -	\$0.60	\$	
6. Hotel/Motel		' - - - ' - - -	\$0.31	\$	
7. Self-Storage		' - - - ' - - -	\$0.01	\$	

SFUSD Signature/Date _____ Total Fees Due \$ _____

IV. SIGNED BY DEVELOPER/OWNER OR AUTHORIZED AGENT AT TIME OF FEE PAYMENT

The undersigned certifies under penalty of perjury that:

- A. The above information is correct and true to the best of my knowledge and that I will file an amended certification of payment and pay the additional fee if I request an increase in the square footage after the building permit has been issued or if the initial determination of the square footage is found to be incorrect.
- B. I am the Developer/Owner of the above described project(s) or I am authorized to sign on their behalf.
- C. I have read and am informed of the 90-calendar day written facilities fees protest period in which to request a refund/waiver from the San Francisco Unified School District. I understand that I can call SFUSD's Real Estate/Permit Office at (415) 241-6090 with any questions regarding availability of refunds or the protest process.
- D. I understand that fees are subject to change following a fee justification study, noticed public hearing, and approval by the SFUSD Board of Education.

Print Name: _____ Signature: _____ Date: _____

V. DBI CERTIFICATION OF FEE PAYMENT This certifies that the Applicant listed in Section I. has paid facilities fees based upon the information presented above; this information may be subject to review for accuracy. The payment of these fees is a prerequisite to the issuance of a building permit. Applicant has acknowledged in writing receipt of SFUSD's 90- Refund/Protest Policy.

 Permit Technician's Name & Signature: _____ Email: _____@sfgov.org
 Print Name Signature

GENERAL INFORMATION - WAIVERS, REFUNDS AND EXEMPTIONS

Waivers or fee reductions are typically based on housing affordability, duplication of fees, or any other issue related to fairness or equity. **Refunds** are justified when there is an adjustment in overall square footage, the project was not constructed, or a determination is subsequently made that the fees were improper. **Exemptions** are only recognized for: Residential additions under 500 sq. ft.; Senior Housing; reconstruction of a structure destroyed by natural disaster; facilities used exclusively for religious purposes; facilities used exclusively as a private full-time day school; any governmental facilities—local, state or federal; state-owned housing for migrant farm workers; replacement of a mobile home in currently occupied mobile home space

RESIDENTIAL CONSTRUCTION – DEFINITIONS

Residential Construction includes: the development of single-family detached housing units, single-family attached housing units, manufactured homes and mobile homes, condominiums, and multifamily housing units, including apartments, residential hotels, and stock cooperatives. **Cal. Govt. Code 65995.5 (g)**.

Assessable Space includes: all of the square footage within the perimeter of a residential structure, not including any carport, covered or uncovered walkway, garage, overhang, patio, enclosed patio, detached accessory structure, or similar area. **Govt. Code Section 65995, subdivision (b)(1)**.

COMMERCIAL / INDUSTRIAL - LAND USE CATEGORIES

Retail and Services. The retail and services category includes commercial establishments which sell general merchandise, building materials, hard goods, apparel, and other items and services to consumers. Additional establishments in the retail and services category include nurseries, discount stores, restaurants, entertainment theme parks, new/used car sales facilities, service stations, supermarkets, banks, real estate sales offices, and similar uses.

Office. A general office building houses one (1) or more tenants and is the location where affairs of a business, commercial or industrial organization, professional person or firm are conducted. The building or buildings may be limited to one (1) tenant, either the owner or lessee, or contain a mixture of tenants including professional services, insurance companies, investment brokers, company headquarters, and services for the tenants such as a bank or savings and loan, a restaurant or cafeteria, and service retail and services facilities. There may be large amounts of space used for file storage or data processing. The office category may also include medical offices that provide diagnoses and outpatient care on a routine basis, but which are unable to provide prolonged in-house medical/surgical care. A medical office is generally operated by either a single private physician or a group of doctors.

Research and Development. Research and development facilities are those primarily associated with the application of scientific research to the development of high technology products. Areas of concentration include materials, science, computer, electronic, and telecommunications products. Facilities may also contain offices and fabrication areas. Activities performed range from pure research to product development, testing, assembly, and distribution.

Industrial/Warehouse/Manufacturing. Warehouses are facilities that are primarily devoted to the storage of materials. They may also include office and maintenance areas. This category also includes buildings in which a storage unit or vault is rented for the storage of goods. Manufacturing facilities are building structures where the primary activity is the conversion of raw materials or parts into finished products. Size and type of activity may vary substantially from one facility to another. In addition to actual production of goods, manufacturing facilities generally have office, warehouse, research and associated functions. This category includes light industrial facilities such as printing plants, material testing laboratories, assemblers of data processing equipment, and power stations.

Hospital. Hospital refers to any institution where medical or surgical care is given to non-ambulatory and ambulatory patients. The term does not however, refer to medical clinics (facilities that provide diagnoses and outpatient care only) or to nursing homes (facilities devoted to the care of persons unable to care for themselves).

Hotel/Motel. Hotels and motels are commercial establishments primarily engaged in providing lodging, or lodging and meals, for the general public. As defined by Government Code Section 65995(d), the hotel/motel category includes, but is not limited to, any hotel, motel, inn, tourist home, or other lodging for which the maximum term of occupancy does not exceed 30 days. It does not, however, include any residential hotel as defined by Section 50519(b)(1) of the Health and Safety Code.

Self-Storage. This category includes buildings in which a storage unit or vault is rented for the storage of goods and/or personal materials. This category may also include office areas associated with storage.

Note that CID land use categories may include different industry types. For example, firms in the transportation, communications, or utilities industries may be classified in up to six (6) of the seven (7) land use categories shown above. Similarly, retail firms may also occupy office or industrial space (e.g., for corporate headquarters or warehousing) and manufacturing firms may occupy retail space (e.g., factory retail outlets). In evaluating any given project, the District should assign the project to whichever CID category is the predominant use within the project.



REAL ESTATE/PERMIT OFFICE – SCHOOL FACILITIES FEES PROGRAM

135 VAN NESS AVE., ROOM 116

SAN FRANCISCO, CA 94102

Tel: (415) 241-6090

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Dear Developer / Owner:

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The law allows for refunds or waivers of certain developer fees and exempts some projects from the requirement altogetherⁱ. **However, requests for refunds or waivers, or any other written form of protest of fees must be received by the Real Estate/ Permit Office within 90 calendar days after the payment of such fees.** Only a written request is required within the 90-day deadline to preserve your right to protest, but submission of relevant supporting documentation at the time of making your protest is encouraged. Applications for waivers and refunds are received by the Real Estate/Permit Office and promptly forwarded to the District’s Superintendent for final determination.

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Real Estate/Permit Office - School Facilities Fees Program
San Francisco Unified School District

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Print Name

Signature

Date

ⁱ **Waivers** or fee reductions are typically based on housing affordability, duplication of fees, or any other issue related to fairness or equity. **Refunds** are justified when there is an adjustment in overall square footage, the project was not constructed, or a determination is subsequently made that the fees were improper. **Exemptions** are only recognized for: Residential additions under 500 sq. ft.; Senior Housing; reconstruction of a structure destroyed by natural disaster; facilities used exclusively for religious purposes; facilities used exclusively as a private full-time day school; any governmental facilities—local, state or federal; state-owned housing for migrant farm workers; replacement of a mobile home in currently occupied mobile home space.



SAN FRANCISCO UNIFIED SCHOOL DISTRICT

RESIDENTIAL CONSTRUCTION

CERTIFICATION OF STATUTORY EXEMPTION - FORM 100A

SECTION A - (The property owner/developer(s) must complete and sign this section.)

Please print clearly in CAPITAL letters using black ink only. Illegible handwriting will be returned and/or delayed.

Property Owner / Developer Name: _____ Phone: _____

Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Permit Application No(s): _____ - _____ - _____

Project Site Address or Legal Description: _____

RESIDENTIAL ADDITIONS Not Exceeding 500 Sq. Ft. of ASSESSABLE AREA – The calculation of the size of the addition must take into account any decrease in existing space that results from the construction. If the addition exceeds 500 square feet, fees are charged on the entire addition. (Ed. Code 1762, subd. (a)(1)(C)(i).) DBI Plan Checker will be required to certify the square footage and the exemption on Form 100, which will be reviewed and approved by SFUSD. Property owner and SFUSD will not be required to complete and sign this Form 100A. Please refer to Form 100 for instructions.

Both Form 100 and Form 100A, and any supporting documentation, must be submitted to SFUSD for the following statutory exemptions from fees. By initialing the applicable exemption and signing below, the property owner(s) declare that the above project meets the following requirements:

1) sq. ft.: _____ Qualified Senior Housing. Senior housing developments as defined by California Civil Code Section 51.3 are charged the commercial fee. Should the facility be converted to standard residential use, the balance of the fee would be paid at that time.

2) sq. ft.: _____ Reconstruction of a structure damaged or destroyed by fire, earthquake, landslide, mudslide, flood, tidal wave, etc., where the replacement structure is equivalent to the original structure. District will charge fees for any net increase in square footage that arises from the new construction. (Ed. Code 17626.)

3) sq. ft.: _____ Facilities used exclusively for religious purposes and which are thereby exempt from property taxes. (Gov. Code 65995, subd. (d).)

4) sq. ft.: _____: Facilities used exclusively as a private full-time day school (including only grades between Kindergarten to 12th grade). (Gov. Code 65995, subd. (d).)

5) sq. ft.: _____ Facilities owned and occupied by any federal, state, or local government agency. (Gov. Code 65995, subd. (d).)

6) sq. ft.: _____ State-owned housing for migrant farm workers which is subject to a contract ensuring compliance with Section 50710, et seq. of the Health and Safety Code.

7) sq. ft.: _____ Modification or expansion of the existing residential housing to increase access for a severely and permanently disabled person. (Ed. Code 17620, subd.(a)(1)(C)(ii).)

The undersigned agrees that: I declare under penalty of perjury that the above information is true and correct.

Property Owner/Developer or Authorized Agent Signature: _____ Date: _____

SECTION B - SFUSD Approval/Denial (To Be Completed by SFUSD)

Approved. By: _____ Signature Name Title Date

Denied. Reason(s): _____

SCHOOL FACILITY FEE PAYMENT PROCEDURE

Process at: San Francisco Department of Building Inspection, 49 South Van Ness Ave, San Francisco, CA 94103

REQUIRED SCHOOL FACILITY FEES FORMS

1. **New Construction, Additions, Conversions and Alteration Projects** - The Certification of Payment of School Facility Fee **FORM 100** is always required, without exceptions.
2. **Acknowledgement of Receipt of SFUSD 90-DAY REFUND/PROTEST POLICY – Signed acknowledgement of Letter regarding 90-**calendar day written facilities fees protest period in which to request a refund/waiver from the San Francisco Unified School District. This Acknowledgement of Receipt of Notice is always required, without exceptions.
3. **Statutory Exemptions (Residential Additions of 500 Square Feet or Less Only)** – For projects that are 500 square feet or smaller, no payment of facilities fees is required in order to be issued a permit. On the front of Form 100, Plan Checker shall state the Total Area Square Feet, initial, and write NO SCHOOL FEE under the Row A. Total Fee Column. Developer/Owner/authorized agent shall complete Sections I, II and IV.
4. **Other Statutory Exemptions listed on Form 100A** – Certain projects are exempt from the facilities fees requirement. However, **BEFORE A PERMIT CAN BE ISSUED**, both this Form 100 and SFUSD Certification of Statutory Exemption-Form 100A must be completed and submitted to SFUSD for timely review and approval. Depending upon whether the exemption is approved or denied, will determine if a Developer/Owner will be granted a waiver or otherwise exempted from the facilities fees requirement. If SFUSD denies the exemption, the Developer/Owner will be required to pay the total fees listed on Form 100 up front in order for the Permit to be issued, but may request a refund per the 90-day Refund/Protest Policy.

SCHOOL FACILITY FEE PAYMENT PROCESS

Detailed information about the fee payment process can be found in a General Information Guide (No. G-11) on the Department of Building Inspection website at <https://sfdbi.org/sites/default/files/IS%20G-11.pdf>