



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Elizabeth Gibbs, City Manager

PREPARED BY: Matt Weise, Building Official
Matthew Bassi

MEETING DATE: June 23, 2026

SUBJECT: Second Reading of Ordinance No. 1623 (Title 15 Code Amendment)

STAFF RECOMMENDATION:

Staff recommends the City Council approve the second reading of Ordinance No. 1623.

BACKGROUND:

The City Council reviewed and approved the first reading of Ordinance No. 1623 at its Council meeting of May 26, 2026. It would be appropriate at this time for City Council to adopt the 2nd reading of Ordinance No. 1623. If approved, Ordinance No. 1623 will become effective on July 23, 2026 (30 days after 2nd reading).

JUSTIFICATION:

The City enforces the State-adopted model building standards for the purpose of regulating the design, construction, and quality of structures in order to protect life, health, safety, and property. Within the administrative provisions of these codes, Section 109.6 of the California Building Code (CBC) authorizes the Building Official to establish policies governing the refund of building permit fees. The proposed ordinance amends Title 15 of the Banning Municipal Code to provide clear and express authorization for the Building Official to administer and issue refunds associated with building permits, consistent with the California Building Code. For reference, the Building and Safety Division issues approximately 6 to 12 refunds annually to residents and contractors operating or residing within the City. The value of these refunds is typically less than \$500.00 per refund after staff costs are considered.

This amendment is intended to ensure transparency, consistency, and equitable treatment in the administration of permit fee refunds, while formally establishing the City's policy that monetary refunds are only issued for the remaining balance of the permit fee collected, once portions of staff services related to the administration, processing, plan review, or inspection of permit applications have been rendered. The California Building Code Section 109.6 authorizes the Building Official to establish a refund policy for building permit fees. Hence, the proposed code amendment request.

Upon review of the existing Banning Municipal Code, staff has determined that it does not currently

contain clear and concise provisions establishing a citywide building permit refund policy. The absence of a formally adopted policy creates the potential for inconsistent application of refunds, which may give rise to public perception of inequity, preferential treatment, or favoritism between industry professionals and owner-builder applicants. Such inconsistency undermines transparency and public trust in the permitting process. Accordingly, the establishment of a standardized refund policy is necessary to ensure that all applicants are treated in a fair, impartial, and uniform manner. This policy will provide clear guidance for the administration of refunds related to building permits, regardless of an applicant's level of experience, knowledge, or resources, and will promote consistency, accountability, and confidence in the City's regulatory processes.

FISCAL IMPACT:

There is no direct fiscal impact associated with this action.

ATTACHMENTS:

1. [Refund_Policy_Ordinance_1623_PAN_MDW_Final.docx](#)