



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Elizabeth Gibbs, City Manager

PREPARED BY: Matt Weise, Building Official
Matthew Bassi, Acting Community Development Director

MEETING DATE: May 26, 2026

SUBJECT: City Initiated Code Amendment to add Section 15.12.055 to Chapter 15.12 of Title 15 (Building and Construction) Regarding Refunds

RECOMMENDATION:

Introduce by title and waive further reading of Ordinance.

BACKGROUND:

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 6–12 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.

JUSTIFICATION:

The California Building Code Section 109.6 authorizes the Building Official to establish a refund policy for building permit fees. 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 related to adoption of the Ordinance. If a refund is requested, the payment will come out of the remaining balance of the building permit fees collected when the resident was issued a permit.

ATTACHMENTS:

1. [Refund_Policy_Ordinance_PAN_Final__1__2_3 \(1\).docx](#)
2. [1kDAQmS91IYa94LRGzZC_1778519831638.pdf](#)