



BOARD OF FORESTRY AND FIRE PROTECTION
**REQUEST FOR EXEMPTION FROM THE
 FIRE PREVENTION FEE
 DUE TO NATURAL DISASTER**

BOF FORM VERSION 1, ADOPTED 2014

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 4a and that you have fulfilled the obligations required by PRC, § 4291 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. Parcel Number or Decal Number

5. Current Mailing Address

6. Date of incident that resulted in structure damage

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 were completed around my habitable structure in the calendar year prior to _____ at which time, due to a natural disaster, my structure became uninhabitable. _____ Date

 Signature

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, 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 below were completed within one year prior to the structure becoming uninhabitable.

Defensible Space Zone (within 30 feet of all structures or to property line):

- A. Remove all branches within 10 feet of any stovepipe or chimney outlet. PRC, § 4291(a)(4)
- B. Remove leaves, needles or other vegetation on roofs, gutters, decks, porches and stairways etc. PRC, § 4291(a)(6)
- C. Remove all dead or dying trees, branches, shrubs or other plants adjacent to or overhanging buildings. PRC, §4291 (a)(5)
- D. Prune lower branches of trees to a height of 6 to 15 feet (or 1/3 tree height for trees under 18 feet). PRC, § 4291(a)(1)
- E. Remove all dead or dying grass, leaves, needles or other vegetation. PRC, § 4291(a)(1)
- F. Remove or separate live flammable ground cover and shrubs. PRC, § 4291(a)(1)

Reduced Fuel Zone (within 30 - 100 feet of all structures or to property line):

- G. Mow dead or dying grass to a maximum of 4 inches in height. Trimmings may remain on the ground. PRC, § 4291(a)(1)
- H. Live flammable ground cover less than 18 inches in height may remain, but overhanging and adjacent trees must be pruned to a height of 6 to 15 feet. PRC, § 4291(a)(1)
- I. Reduce fuels in accordance with the Continuous Tree Canopy Standard. PRC, § 4291(a)(1)
- J. Reduce fuels in accordance with the Horizontal Spacing Standard. PRC, §4291 (a)(1)

Defensible and Reduced Fuel Zone (within 100 feet of all structures or to property line):

- K. Logs or stumps embedded in the soil must be removed or isolated from structures and other vegetation. PRC, § 4291(a)(1)
- L. Remove all dead or dying brush and trees, and all dead or dying tree branches within 15 feet of the ground. PRC, § 4291(a)(1)