



Daniel Woldesenbet, Ph.D., P.E., Director

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September 30, 2025

Honorable Board of Supervisors
County of Alameda
1221 Oak Street, Suite 536
Oakland, CA 94612-4305

SUBJECT: REFUND OF PERMIT FEES COLLECTED ON PERMIT NO. BLD2025-00656 IN THE AMOUNT OF \$588.00

Dear Board Members:

RECOMMENDATION:

- A. Approve the refund of \$588.00 to Sunrun Installations Services, Inc for collected permit fees for Building Permit No. BLD2025-00656; and
- B. Authorize the Auditor-Controller to issue a warrant in the total amount of \$588.00 to Sunrun Installations Services, Inc at the mailing address shown on Claim Form No. 110-109.

DISCUSSION / SUMMARY:

On February 25, 2025, the Public Works Agency collected permit fees in the total amount of \$588.00 from Sunrun Installations Services, Inc for Building Permit No. BLD2025-00656.

The project permittee, Sunrun Installations Services, Inc has withdrawn the project and is now requesting a refund of the fees paid for the permit fees, as no building was done. Chapter 15.08 of the Alameda County Ordinance No. 2022-58 authorizes refunds when work has not been commenced. Cost incurred by the County in the amount of \$513.38 for non-refundable and other service fees have been deducted from the total fees collected. A refund of \$588.00 is now recommended.

FINANCING:

There is no impact on the County General Fund. Funds are available in Fund No. 10000, Organization No. 270200, Building Inspection account 610461.



VISION 2036 GOAL:

Issuance and inspection of building permits in accordance with state and local ordinances meets the 10x goal pathway of Accessible Infrastructure in support of our shared vision of Safe and Livable Communities.

Yours truly,

DocuSigned by:

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Daniel Woldesenbet, Ph.D., P.E.
Director of Public Works

Form #110-109
Revised 06/2018
Resolution 131577
November 4, 1969

COUNTY OF ALAMEDA
OFFICE OF AUDITOR-CONTROLLER
REFUND OF FEES

Business
Unit: PWA
Voucher # _____

CLAIMANT'S NAME:

Sunrun Installations Services, Inc.

CLAIMANT'S ADDRESS:

CITY

ST

ZIP

A/P 775 Fiero Lane, Ste. 200 San Luis Obispo CA 93401

PAYEE'S SUPPLIER ID: 129262

DATE OF OCCURRENCE

LOCATION OF OCCURRENCE

16615 Rolando Ave San Leandro CA USA 94578 - BLD2025-00656

FACTS GIVING RISE TO CLAIM:

SIGNATURE OF CLAIMANT: Sheryl Canlas DATE: 9/3/2025

PRINT NAME : Sheryl Canlas TELEPHONE NUMBER: (385) 209-1353

Instructions:

1. Use this form to request refund of fees, which do not exceed \$500 (except that the limit for the County Clerk is \$1,500). If the amount is exceeded, a Board letter and Minute Order must accompany the claim.
2. Include copy of the check and deposit permit.
3. This form should be signed by the claimant and the Agency/Department Head.
4. Scan the invoice form along with supporting document and link the image(s) to the voucher. Create an online voucher and write the name of the Business Unit and Voucher Number in the top right corner of the form.

ACCOUNTING INFORMATION

BU	ACCT	FUND	DEPT ID	PROG	SUB-CLS	BY	PROJECT	AMOUNT
PWA	610461	10000	270200	00000		2026		
TOTAL								\$588

☐ WITHHOLDING APPLICABLE INVOICE # _____ PAYMENT HANDLING ☐ US MAIL ☐ RETURN TO DEPT

PAY COMMENTS (include Deposit Permit Number): _____

DEPARTMENTAL INFORMATION

DEPT NAME: PUBLIC WORKS AGENCY / BUILDING INSPECTION DEPARTMENT

LIAISON: _____ QIC: _____ PHONE: _____

DEPT CLAIMS PROCESSOR: _____ DEPT CLAIMS APPROVER: _____

CERTIFICATION OF AUTHORIZED APPROVER

I certify under penalty of perjury that no County funds have been expended in connection with filing of this claim and recommend refund of the amount claimed.

AUTHORIZED APPROVER: Tam, Alan, PWA  Digitally signed by Tam, Alan, PWA
Date: 2025.09.05 16:42:30 -07'00' DATE: _____

PRINTED NAME: Alan Tam, Building Official

Alameda County Refund Estimate Worksheet

This worksheet is designed to assist in calculating the refunds for permit fees as per Chapter 15.08 of the County of Alameda Building Ordinance No. 2022-58. Fees are base off the Alameda County Building Inspection Department Sevice Fee Schedule A & B.

Permit Type: Residential Solar Photovoltaic

Date: 02/25/2025

Building Permit Number: BLD2025-00656

Project Location: 16615 ROLANDO AVE, SAN LEANDRO, CA 94578

BUILDING PERMIT FEES WITH ESTIMATED REFUNDABLE FEES

TYPE OF PERMIT OR FEE	Amount Paid	60% Refundable
<i>Res Photo-Volt / Wind, <35kva</i>	\$280.00	\$168.00
<i>Elect Device (+\$70ea >1)</i>	\$140.00	\$84.00
<i>Battery (ESS)</i>	\$140.00	\$84.00
<i>Elect Srv/Sub-pnl/Tmp Pwr, ea</i>	\$140.00	\$84.00
<i>Minimum Building Permit Fee</i>	\$140.00	\$84.00
<i>1-3 Elect Circ (+\$35>3)</i>	\$140.00	\$84.00
<i>Permit Processing Fee (\$20 for Single & \$30 for Combo Permit - 0 for Water Heater only)</i>	\$30.00	N/A
<i>DOCUMENT IMAGING (1% of Building Permit Fee)</i>	\$11.20	N/A
<i>S.M.I.P. - RESIDENTIAL (State Seismic Instrumentation Program - 0.01% of the Valuation)</i>	\$4.34	N/A
<i>CBSC Fund (State Building Standards Commission Special Revolving Fund - \$1/\$25,000)</i>	\$2.00	N/A
<i>Credit Card Trans Fee - OTC</i>	\$32.08	N/A
<i>Business License Fee(0.125% of val)</i>	\$41.76	N/A
TOTAL FEE	\$ 1,101.38	\$588.00