



## **SEISMIC RETROFIT REBATE GUIDELINES AND APPLICATION**

### **REBATE PROGRAM**

The Seismic Retrofit Rebate Program allows up to 1/3 of the City of Berkeley's base 1.5% transfer tax to be refunded on a dollar-for-dollar basis, for all expenses incurred on or after October 17, 1989 for voluntary seismic upgrades to residential property. The rebate does not apply to the enhanced 1% transfer tax as defined in Berkeley Municipal Code 7.52.040C.

### **PROGRAM ELIGIBILITY**

This program applies to structures that are used exclusively for residential purposes or any mixed-use structure that contains two or more dwelling units.

### **QUALIFYING SEISMIC RETROFIT WORK**

Contact the Berkeley Building & Safety Division of the Planning Department, 1947 Center Street, 3<sup>rd</sup> Floor, (510) 981-7440, [buildingandsafety@berkeleyca.gov](mailto:buildingandsafety@berkeleyca.gov) in advance to make sure your improvements are eligible.

The following types of improvements may qualify for the Seismic Retrofit Rebate Program:

- Bolting of foundations to mudsills
- Installing shear walls
- Work to repair or replace substandard foundations
- Securing of chimneys and stacks
- Removal of unreinforced masonry chimneys
- Anchoring of existing water heaters per the [State guidelines](#)
- Bracing of cripple walls
- Other work that will substantially increase the safety of a building in case of an earthquake, as determined by the Building Official on a case-by-case basis

Seismic work that facilitates future improvements or enlargement of existing spaces or upgrades for other than seismic safety are not eligible for the transfer tax reduction. The strengthening model plan sets are available at: <https://berkeleyca.gov/construction-development/seismic-safety/funding-seismic-retrofits/transfer-tax-refunds-seismic-work>

### **WHEN WORK MUST BE COMPLETED AND VERIFICATION APPLICATION FILED**

- Prior to the transfer of property, or
- Within 1 YEAR from the date of recordation of the transfer document

### **PARTIALLY COMPLETED WORK**

If the seismic retrofit work is not completed at the end of 1 YEAR, that portion of work that has been completed may be credited to the applicant upon submission of a Seismic Retrofit Rebate Application (attached) and substantiating documentation, as required by the Building & Safety Division, showing the dollar amount of work completed up to that date.

### **FILING FOR AN EXTENSION**

Within the 1 YEAR period, an applicant may request an extension of up to 1 additional year to complete the seismic work. Requests for an extension must be made in writing and state why the deadline could not be met. The City Manager (or designee) may grant such an extension only for Good Cause (see BMC 7.52.060). The decision of the City Manager (or designee) shall be entirely within his/her discretion and shall be final.

Extension requests should be mailed to:

Finance Department  
ATTN: Seismic Rebate Program  
1947 Center Street  
Berkeley, CA 94704

### GOOD CAUSE EXTENSION

Good Cause includes:

- The inability of the applicant, after a prompt and diligent search, to find and retain the services of an architect, engineer, contractor or other service provider whose services are necessary for the seismic retrofit work.
- Unforeseen and unforeseeable circumstances such as a significant change in the scope of the seismic retrofit work due to circumstances in the field, which could not reasonably have been known earlier.
- Serious illness or other extraordinary and unforeseeable circumstances that prevented the timely commencement or completion of the seismic retrofit work.

### SEISMIC RETROFIT REBATE PROCESS

- A. Obtain all necessary building permits from the [City of Berkeley Permit Service Center](#), located at 1947 Center Street, 3rd Floor. For more information, contact [buildingandsafety@berkeleyca.gov](mailto:buildingandsafety@berkeleyca.gov) or call (510) 981-7440.
- B. Once the seismic retrofit work is completed (or partially completed), submit the Application portion of this document with all supporting cost documentation and schedule a final inspection with the Building & Safety Division ([buildingandsafety@berkeleyca.gov](mailto:buildingandsafety@berkeleyca.gov) or 510-981-7440).

<p><b>If approved:</b></p> <ul style="list-style-type: none"><li>• The Building and Safety Inspector will approve and forward the Application, along with all cost documentation, to the Finance Department</li><li>• The Finance Department will issue a rebate check directly to the applicant within three weeks</li></ul>	<p><b>If not approved:</b></p> <ul style="list-style-type: none"><li>• The Building &amp; Safety Division will notify you in writing of the reason(s) for the denial.</li><li>• For questions regarding the denial of seismic work and/or costs, the applicant must contact the <a href="#">Building &amp; Safety Division</a>:<ul style="list-style-type: none"><li>○ <a href="mailto:buildingandsafety@berkeleyca.gov">buildingandsafety@berkeleyca.gov</a></li><li>○ (510) 981-7440</li></ul></li></ul>
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### DOCUMENTATION REQUIREMENTS

Submit copies of receipts for work performed with the Application to substantiate costs and dollar amount to be refunded.

NOTE: When a project includes both seismic retrofit and other (non-seismic) work, you must provide copies of receipts from contractors or other similarly-verifiable documentation establishing the specific portion or percentage of the project's total costs which are attributable to and incurred exclusively for seismic retrofit work.



## SEISMIC RETROFIT REBATE APPLICATION

Assessor's Parcel #: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Title Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company Address: \_\_\_\_\_

Escrow #: \_\_\_\_\_ Recordation Date: \_\_\_\_\_

Property Use:     Residential             Mixed Use, if mixed use, # of dwelling units \_\_\_\_\_

Was seismic work performed prior to October 17, 1989?    No             Yes

Application/Permit#: \_\_\_\_\_ Application/Permit Issue Date: \_\_\_\_\_

Valuation of Seismic Work Listed on Application: \_\_\_\_\_

Date of Final (approved) Seismic Inspection: \_\_\_\_\_

Description and Cost of Seismic work: (check only those performed)	Amount
<input type="checkbox"/> Bolting of foundations to mudsills	\$ _____
<input type="checkbox"/> Installing shear walls	\$ _____
<input type="checkbox"/> Work to repair or replace substandard foundations	\$ _____
<input type="checkbox"/> Securing of chimneys and stacks	\$ _____
<input type="checkbox"/> Removal of unreinforced masonry chimneys	\$ _____
<input type="checkbox"/> Anchoring of existing waters heaters	\$ _____
<input type="checkbox"/> Bracing of cripple walls	\$ _____
<input type="checkbox"/> Other _____	\$ _____

Total Verified Amount \$ \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

<i>FOR OFFICE USE ONLY</i>	
Building & Safety: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Revenue Collection: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments:	Comments:
Building Inspector: _____ Date: _____	Approved By: _____ Date: _____