



COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

411 Main Street, 2nd Floor | P.O. Box 3420, Chico, CA 95927

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Application for Real Time Billing

New Real Time Billing Account

Terms & Conditions - Planning Fees, Deposit Required Applications

1. All persons filing an Application for New Real Time Account shall pay the full cost of processing the application and all associated applications for the project. An initial deposit shall be paid concurrently with filing of the application in the amount specified per the City of Chico Fee Schedule.
2. If the amount of the costs incurred in processing the application exceed the amount of the initial deposit, the Applicant shall deposit additional funds if requested by the City of Chico to ensure continued processing of the application.
3. If the amount of the costs incurred is less than the amount of the deposit, the difference shall be refunded to the Applicant subsequent to final City action on the project.
4. Where a single project requires the filing of multiple applications with corresponding deposits and/or fees, all such deposits and filing fees shall be cumulative and costs shall be charged to the overall project and fee deposit, not to individual applications.
5. Payment
 - a. Payment is due in full within 30 days from issuance of invoice from City of Chico.
 - b. Invoices not paid within 30 days after the original invoice date are delinquent. A penalty of 10% per month (not to exceed 50% of the amount due) and interest charges of 1% per month (exclusive of penalties and prior interest assessed) from the date the receivable first became delinquent will be charged until payment is received in full.
 - c. Invoices not paid within 30 days are considered delinquent and subject to additional collection methods including but not limited to stoppage of applicable City provided services including plan checks and inspections and referral of the unpaid balance to a collection agency or legal action.

Applicant Information

Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Property Owner Information

Name: _____ Phone: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____

Payee Information

Name: _____ Phone: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____

Project Information

Project name: _____
Assessor's Parcel No's: _____
Project Address(es)/Location: _____

Required Signatures

I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. **I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. I understand that verification of the property ownership or interest in the property or application may be required.** By signing the above, I acknowledge that I have read and agree to the Terms & Conditions, including payment of the full cost of processing this application, as outlined above.

Applicant's Signature: _____ Date: _____