



# **PUBLIC NOTIFICATION**

## **Portable Equipment Registration Program Invoicing and Refund Processes**

To: California Air Districts, Portable Equipment Registration Program Registrants, and  
Other Interested Parties

September 24, 2018

### **Portable Equipment Registration Program Invoicing and Refund Processes**

The purpose of this notification is to advise companies participating in the Statewide Portable Equipment Registration Program (PERP) of an upcoming change to the PERP fee collection and refund processes under California Code of Regulations, Section 2461(b). The increasing frequency of refund requests created by applicants in past years has resulted in additional time and cost to the Program. To increase efficiency and reduce costs, PERP will be implementing the following invoicing and refund processes effective November 30, 2018:

PERP will initiate implementation of an invoicing process in which applicants will be requested to submit all PERP applications without fees. Once the application is deemed complete, the applicant will receive an invoice detailing the fees required to process the application. These fees will not, generally, be refundable because once fees are received, staff will begin processing the application.

PERP will only issue refunds for any submitted fees as determined by the Executive Officer. Requests for refunds will be asked to provide justification why the general rule that fees are nonrefundable should not apply, and will be evaluated on a case-by-case basis. This includes, but is not limited to, fees submitted for new registrations, renewals, reactivations, modifications, corrections, and replacement requests.

To obtain a copy of the regulation, visit the PERP webpage at: <https://www.arb.ca.gov/portable/portable.htm>. If you would like additional information regarding the implementation of the PERP invoicing and refund processes, please contact PERP staff at [portable@arb.ca.gov](mailto:portable@arb.ca.gov).