



Community Development Department
Building Division 415-435-7380
www.townoftiburon.org

NOTICE TO ALL ROOFING COMPANIES

Roofing Permits are issued for routine replacement of roof covering only.

When structural problems are encountered such that replacement of structural members, roof sheathing, fascia, etc., is required, you must contact the Building Division for further instruction. Failure to do so will result in a "Stop Work" order and a minimum \$250 penalty for work done without a permit.

Please be advised that in the Town of Tiburon, a roofing replacement constitutes a ***minor exterior alteration*** and requires Planning Division approval before a building permit can be issued, pursuant to Tiburon Municipal Code Title IV, Chapter 16, Section 16-52.020(F). The Community Development Department has adopted a policy (attached) to expedite Planning Division approval of re-roof projects when little or no material visual change would occur.

PROCEDURE

You must bring in samples of the existing and proposed roofing materials and show them to the Planning Division staff prior to submitting an application for a building permit. By looking at the samples, Planning Division staff will determine if the color and shade of the proposed roofing material is "similar" or "dissimilar" to the existing material. If "similar" an over-the-counter design review approval will be issued by the Planning Division.

Roofing materials that are deemed "dissimilar" will require design review approval through the Minor Alteration process. Any roofing that is deemed to be "highly reflective" will also require design review approval through the Minor Alteration application process.

There are limited exceptions to this procedure for re-roofing of ***commercial buildings*** where the California Building Code specifies only certain roofing types and/or colors are permitted.

It is the responsibility of the owner or his agent to comply with these requirements. Failure to do so will be subject to a "stop work" order, penalties, and abatement proceedings. All new roofing must have a Class "A" fire rating.

You are required to call for:

1. An In-Progress Inspection
2. A Final Inspection