

BUILDING DIVISION SERVICES

The Town of Tiburon Building Division will be open from 8am to 12pm Monday to Thursday for the following services:

- Permit pick up
- Permit submittals
- Payments

Social distancing requirements are mandatory for everyone. We will allow only one or two people of the public into Town Hall at a time. A Face mask is required to be worn at all times inside Town Hall; when standing in line outside; and when interacting with Town staff outside.

We will have someone outside to qualify your documents for submittal and may turn a person away if they do not have all of the documents necessary to perform a complete building code plan review or planning design compliance review as applicable. You will be asked for your cell number and then will be required to wait in your car or at a location away from Town Hall until we text you to advise that we are ready to meet with you inside. Restrooms and rooms other than the Lobby Area are not available for public use.

EXPRESS PERMITS

All express-type documents for plan review will be required to be submitted via email and will be reviewed within a 48-hour timeframe. Each customer will be limited to submittal of one project each day.

SUBMITTAL OF EXPRESS-TYPE DOCUMENTS VIA EMAIL

The following permits may be submitted via email for review:

- reroofs
- water heaters
- HVAC, including air conditioners
- Roof top solar installations of 10 KW and less
- fencing/retaining walls less than 42" from grade
- driveway replacements
- replacement of windows/doors in kind
- simple interior remodels

Submit all required documents to Megan Aceves, Permit Technician at maceves@townoftiburon.org.

Please be sure to include in all express-type permit submittals:

- Completed building permit application.
You can find a copy of the application here:
<https://www.townoftiburon.org/DocumentCenter/View/993/Building-Permit-Application-Form>
- Plans attached in PDF format
Include: address, scope of work, and signature/stamp of designer
- Manufacturer installation instructions
- ICC ESR Reports

You can find a copy of the Residential Building Plan Requirements and Guidelines here:

<https://www.townoftiburon.org/DocumentCenter/View/1309/Residential-Building-Plan-Requirements-and-Guidelines>

REMOTE INSPECTION SCHEDULING AND COMPLETION

Building inspections may be scheduled for anytime Monday through Thursday from 8am to 4pm by contacting Chelsee Navado at cnavado@townoftiburon.org with the following information:

- Job address
- Requested inspection date with am/pm preference
- Permit number
- Brief description of work to be inspected (such as “shower pan”, “drywall”, etc.)
- Contact name, phone number, **and** email

In accordance with the sheltering and distancing requirements of the current County of Marin Covid-19 Health Order, this inspection will be conducted remotely by FaceTime or other video chat method; and if necessary, via photos or videos sent by email. The video chat method may be on FaceTime via an Apple device <https://support.apple.com/en-us> or other device via Google Duo <https://duo.google.com/about/>, so an internet enabled phone, tablet, or other device should be available for use during the inspection. Turn off the device notifications during the video call. Notifications freeze the video call and will cause delays to the inspection or could require the inspection to be rescheduled.

The inspector will contact you by email on the day of the inspection to request inspection documents to be provided by email. These documents may include:

Photos or scans of Tiburon approved, stamped plans, including revisions. Photos may require additional lighting or a flash to be legible and should be attached to the email so that they may be opened and enlarged separately, rather than included in the text section of the email.

- Photos or scans of the Inspection Record and extension pages or correction notes from previous inspections.
- Photos/and or video of the work to be inspected, including any required tests.
- Manufacturer’s installation instructions for anything not directly specified in the applicable codes. Codes require most installations to be in accordance with the manufacturer’s installation instructions.
- Evaluation Reports (ICC Evaluation Service reports, UL Evaluation Report, or other similar material testing laboratory). These are most often required for roofing and waterproofing systems but may be required for other materials as well. Evaluation reports for most products can be found at: <https://icc-es.org/evaluation-report-program/reports-directory/>
- Special Inspection reports from structural engineers, geotechnical engineers, Reinforced Concrete Special Inspectors, Certified Welding Inspectors, epoxy inspections, or other inspections that may be required by the approved plans, site conditions, or in accordance with the applicable codes.
- Have the required tools (tape measure, level, GFCI tester, flashlight, step ladder, etc.) and be prepared to follow directions or answer questions from the inspector.

The Inspector will call by phone during the scheduled inspection window to initiate the inspection.

To complete your inspection as smoothly as possible, you will need to have your Tiburon approved, stamped plans, including revisions and inspection reports or other applicable documents onsite, and must be available for contact by phone during the designated 2-hour inspection window. Inspections without the required plans and documents onsite will result in termination of the inspection.

RESIDENTIAL RESALE INSPECTIONS

Residential resale inspections (RBR’s) will be completed virtually through use of Face Time on Apple devices. In order to schedule an RBR, submit your application and payment of \$250.00 to Tiburon Town Hall or send via mail. Once we receive application and payment, we are able to schedule an inspection.

For questions regarding RBR inspections, contact Chelsee Navado at cnavado@townoftiburon.org