

# Town of Tiburon

## MEMORANDUM



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### **Remote Inspection Instructions – Scheduling and Protocols**

Building inspection appointments are available Monday through Thursday from 8 a.m. – 4p.m. To schedule an inspection contact Chelsea Navado at [cnavado@townoftiburon.org](mailto:cnavado@townoftiburon.org) and include the following information:

- Job address
- Requested inspection date with an AM or 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 latest County of Marin Public Health Orders and CDC guidance, inspections will be conducted remotely by video conferencing. An internet enabled phone, tablet, or other device should be available for use during the inspection. Apple users may use FaceTime ([instructions](#)) or other devices may use Google Duo ([instructions](#)).

While video conferencing, please turn off the device notifications. Notifications freeze the video call and may cause delays to the inspections or require the inspection be rescheduled.

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

- Photos or scans or approved & stamped plans, including revisions. Photos may require additional lighting or a flash to be legible and should be attached to the email so they may be opened and enlarged separately, rather than included in the text body of the email.
- 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 here: <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.

**The inspector will call by phone during the scheduled inspection window to initiate the inspection.** Please 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.

To complete your inspection as smoothly as possible, please have your approved & stamped plans, including revisions, inspection reports, or other applicable documents, onsite and 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 (RBRs) will also be completed virtually. To schedule an RBR, submit your application and \$250 fee to Tiburon Town Hall at 1505 Tiburon Boulevard, Tiburon, CA 94920.

Once your application and fee has been received, staff will schedule an inspection.

For questions about RBR inspections, contact Chelsee Navado at [cnavado@townoftiburon.org](mailto:cnavado@townoftiburon.org).