

# Town of Tiburon

## MEMORANDUM



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### **Community Development Department Building Division Services**

The Building Division will be open from 8 a.m. – 12 p.m. Monday through Thursday for the following services:

- Permit pickup
- Payments

Compliance with social distancing protocols is mandatory and access to the Town Hall lobby will be limited to one or two people at any time. A facial covering must be worn at all times inside Town Hall, standing in line outside Town Hall, and when interacting with Town staff.

A staff member will qualify your documents for a submittal prior to entry to Town Hall. You may be turned away if you do not have all the documents necessary to perform a complete building code plan review or Planning design compliance review, as applicable. A staff member will call or text you at the number provided when you may enter the building. Restrooms are not available for public use.

### **Remote Plan Review for Minor Improvements**

All documents for plan review must be submitted via email. Each customer will be limited to one project submittal each day to accommodate a large volume of submittals.

### **Remote Plan Review Submittal**

The following permits may be submitted for review via email:

- Reroofs
- Water heaters
- HVAC, including air conditioners
- Rooftop solar installations of 10 KW or less
- Fencing/retaining walls less than 42” from grade
- Driveway replacements
- Replacements of windows or doors in kind

The Residential Building Plan Requirements and Guidelines is [available here](#). Required documents for submittal:

- Completed building permit application ([Available Here](#))
- Plans (PDF) including project address, scope of work, signature of plan preparer/stamp of designer
- ICC ESR Reports

Submit all required documents to Permit Technician Megan Aceves at [building@townoftiburon.org](mailto:building@townoftiburon.org).

Submit all *reroof permits* to [reroofpermitsubmittal@townoftiburon.org](mailto:reroofpermitsubmittal@townoftiburon.org).