



## Town of Tiburon

Community Development Department-Building Division

1505 Tiburon Boulevard

Tiburon, California 94920

(415) 435-7380

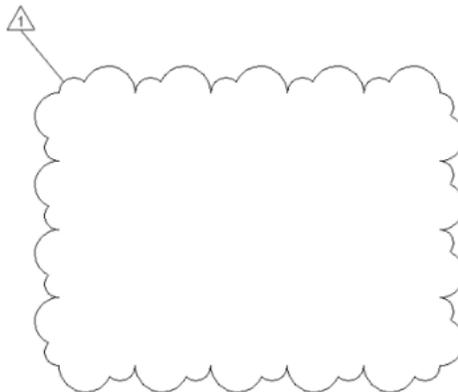
[www.townoftiburon.org](http://www.townoftiburon.org)

### Permit Revisions

**Permit revisions** must be submitted when changes are made to the issued permit plans. If the revision is for exterior changes, change in use, or addition of habitable space, then the permit revision submittal will first be routed to the Planning Division for approval prior to the Building review.

All revisions must be submitted directly to the Tiburon Building Division at: [building@townoftiburon.org](mailto:building@townoftiburon.org). We will require the following information:

- Completed building permit application for the revised items. You can find a copy of the application here: <https://www.townoftiburon.org/DocumentCenter/View/993/Building-Permit-Application-Form>
  - The application shall reflect any change in cost for the revised items listed in the description. This amount would include design, labor, and materials fees.
  - Provide a narrative in the project description of what is being revised, added, or removed from the plans.
- Provide any plan sheets which have been revised. When a drawing is updated with revision, the revision changes shall be marked with clouds/bubble around the objects that were modified.
  - Include the address, scope of work, name and signature of the plan preparer on any plans submitted.
- Provide current revision number delta next to any clouded changes. Date the current revision. See example below:



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>