

## NOTICE TO OWNER & JOBSITE PERSONNEL

1. **ADDRESS & INSPECTION CARD** must be clearly visible from the street. **APPROVED PLANS** must be on the site at all times.
2. **INSPECTIONS:** Request for inspection must be at least 24 hours in advance. No specific time will be provided, but you may request either morning or afternoon, and we will try to accommodate you. Inspections are available Monday-Thursday and we no longer offer Friday Inspections. (415) 435-7380
3. **FINAL INSPECTION:** You must call for a final inspection. Permits not finalized are subject to penalties and reactivation fees. No additional permits will be issued to the property until all fines, fees, or penalties have been paid and all inspections completed on expired/incomplete permits.
4. **WORK HOURS:**

- Monday-Friday: 7 A.M. to 5 P.M.
  - Saturday: 9:30 A.M. to 4 P.M. ---Quiet Work Only
    - *Project related noise shall not be audible beyond property line.*
  - Sunday: No work permitted.
  - Heavy equipment: Monday-Friday 8 A.M. to 5 P.M.
  - Observed Holidays: No work permitted.

New Year's Day	Martin Luther King Jr. Day
President's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day
5. **PERMIT EXPIRATION:**
  - *This permit will expire 18 months from the date of issue.*
  - A Stop Work Order will be issued on the date of expiration and will remain in effect until permit reactivation fees have been paid.
6. **CONDITIONS OF PERMIT APPROVAL AND SITE MANAGEMENT:**
  - The conditions of permit and site management requirements will be strictly enforced, and penalties assessed.
7. **BUILDING DIVISION HOURS**
  - Monday -- Thursday: 7 A.M. to 5 P.M.
  - Fridays: Closed to the public.
  - Counter hours for Building Official:  
Monday -- Thursday: 8 A.M. to 10:00 A.M.

## CONDITIONS OF PERMIT

The level of construction in Tiburon has been very high for many years, and the volume of complaints is rising. It is essential that contractors respect the neighbors and do everything possible to mitigate the problems of noise, traffic impact, debris, damaged streets/sidewalks. Schedule noisy equipment later in the morning, keep radio volume down, keep the site clean, keep the streets clear, and be aware of the impact you are having on the neighborhood.

The general contractor is responsible for his own workers and all subcontractors; the Building Department will not discuss these issues with subcontractors.

In an effort to reduce the negative impact construction projects have on the neighborhood, the following site management conditions will be strictly enforced.

### Mill Valley Refuse or Grange Debris Box MUST be used for Debris Boxes within Town limits.

1. Do not block the street with vehicles, material, debris box or equipment. Obtain permission from the Building Department for temporary street blockage for material, concrete trucks, etc.
2. Keep the construction site clean and orderly. Clean up the site daily and deposit all debris/scrap in containers. Broom clean the street and sidewalk daily.
3. Carefully observe the approved work hours printed on your job card.
4. Do not wash down concrete trucks/chutes into gutters.
5. Maintain winterization requirements. Only clear water is to leave the jobsite.

**This notice is formal notification that failure to observe the above conditions will be considered a violation of your permit and the following penalties will be imposed:**

#### **First violation:**

- Stop Work Order to remain in effect until the conditions are corrected
- \$500 penalty must be paid before Stop Work Order is lifted.

#### **Second violation:**

- Stop Work Order to remain in effect until the conditions are corrected.
- \$1000 penalty must be paid before Stop Work Order is lifted.

#### **Third violation:**

- Stop Work Order to remain in effect until the conditions are corrected.
- \$2000 penalty must be paid before Stop Work Order is lifted.

#### **Fourth violation:**

- Stop Work Order to remain in effect until conditions are corrected.
- \$3000 penalty
- Suspension of permit.
- Formal complaint to Contractors License Board

*(See other side for permit expiration regulations)*



## **TOWN OF TIBURON BUILDING DIVISION**

### **PERMIT EXPIRATION**

- **ALL PERMITS EXPIRE 18 MONTHS FROM DATE OF ISSUE.**
- A Stop Work Order will be issued on the date of expiration and will remain in effect until permit reactivation fees have been paid.

### **PERMIT REACTIVATION FEES**

- The Building Official may grant one six-month extension with no additional fees if unforeseen circumstances beyond the control the permittee have caused an unavoidable delay; must submit a written request for extension.
- Once the initial permit and/or approved six-month extension has expired, an additional six-month extension will require payment of the full original permit fee prior to resuming work.
- If an additional six-month extension is required, payment of a reactivation fee of three (3) times the original permit fee will be required before resuming work.
- If the project is not complete within the time frame above, a Stop Work Order will be issued and the permit holder will be required to appear before the Town Council. Reactivation fees of up to five (5) times the original permit fee may be charged.
- If the project is still not complete, a Stop Work Order will be issued and the permit holder will again be required to appear before the Town Council. The Council may impose fees up to five (5) times the full original fee and mandate a change in management or any other condition deemed appropriate