

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.

Submit all *reroof permits* to reroofpermitsubmittal@townoftiburon.org.