



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

MEMORANDUM

Date: May 29, 2007 (Revised 4/19/2012)
To: Building Division
From: Scott Anderson, Director of Community Development
Subject: Contact Sign for Major Projects

Effective immediately, all building permits issued for new homes or major remodels or any major work on a commercial site shall be require that a “Construction/Renovation” sign be posted on the job site in a location plainly visible to the public.

The sign shall have the dimensions of 24” by 24” and shall be made of durable, weather-resistant materials intended to survive the life of the construction period.

The sign shall contain the following information:

- Job Street Address
- Work Hours allowed per Chapter 13 of Tiburon Municipal Code
- Builder (company name, city, state, ZIP code)
- Project Manager (name and phone number)
- Emergency Contact (name and phone number reachable at all times)

See reverse side for a sample sign.

The sign shall be posted at the commencement of work and shall remain posted until the contractor has vacated the site.

The Building Division is directed to take all steps necessary to implement this program immediately.

SAMPLE SIGN

Construction/Renovation

Location: 43 Elm Street
Tiburon, CA 94920

Work Hours: General Construction: Monday-Friday: 7 AM to 5 PM;
Saturday: 9:30 AM to 4 PM (Quiet work only, noise not
plainly audible beyond the property line); Sunday and
Holidays: No work permitted. Heavy Equipment: Monday-
Friday 8 AM to 5 PM

Builder: Acme Construction, Benicia, CA 94367

**Project
Manager:** Joe Smith (415) 555-1212

**Emergency
Contact:** Name & Phone Number

Sign Specifications:

Dimensions: 24" by 24"
Materials: Durable and weather-resistant for life of construction project
Duration: Post at commencement of work; remove at completion
Location: On the job site, plainly visible to the public (not in public
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