



Building Permit General Information

PERMITS REQUIRED

No building or structure shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate permit for each building or structure has first been obtained. (See page 5 for exempted work)

COUNTY CODES

The County of Marin, by Ordinance No. 3658 (11/15/2017) has adopted the following codes:

- 2016 California Building Code incorporating the 2015 International Building Code
- 2016 California Residential Code incorporating the 2015 International Residential Code
- 2016 California Electrical Code incorporating the 2014 National Electrical Code
- 2016 California Mechanical Code incorporating the 2015 Uniform Mechanical Code
- 2016 California Plumbing Code incorporating the 2015 Uniform Plumbing Code
- 2016 California Energy Code
- 2016 California Historical Building Code
- 2016 California Existing Building Code
- 2016 California Green Building Standards Code
- 2016 California Referenced Standards Code

Marin County Code Title 19 also lists exceptions and additions to the above listed codes as well as additional requirements for on-site development.

SUBMITTAL REQUIREMENTS

APPLICATION Please complete the applicant portion of the Building Permit Application. All information shall be legible and complete.

NUMBER OF SETS OF PLANS Each Building Permit Application shall be accompanied by four sets of plans: one complete set with additional documentation (i.e., engineering calculations, energy calculations, etc.) for the office; one complete set with supporting documentation for the jobsite; one set of plan sheets for the fire district; and one plan set for the assessor. The documents shall include the site plan, working drawings, specifications, engineering calculations, energy calculations, diagrams, soil investigation reports, fire sprinkler plans and calculations, special inspection and structural observation programs and other related data.

BUILDING PERMIT SUBMITTAL CHECKLIST

The Building Permit Submittal Checklist contains the minimum information needed for a complete submittal. Submittals will not be accepted if applicable information is missing. The owner or designer should use the checklist to confirm a complete application prior to arriving at the Building & Safety counter to apply for a building permit.

BUILDING PERMIT FEES

Fees for obtaining building permits are collected in two stages:

1. Permit application fees are collected at the time of submittal. Application fees include Building & Safety Division Plan Check fees and Planning Review fees of Building Permits. When work is started prior to issuance of a Building Permit an investigation fee shall be collected at the time of submittal which may be equal or greater than the Building Permit fee.
2. Permit issuance fees include inspection fees, and a State Fee. Other fees may include a Planning Division Surcharge on new structures, a Recycling fee, Site and Encroachment Permit fees and Roads Impact fees by the Department of Public Works, and EHS review fee of Building Permits. School District fees are collected by the local school district prior to issuance of a permit. Most school districts require Building & Safety staff to complete a form verifying square footage prior to paying your school fee to the school district.

PERMIT PROCESSING PROCEDURE

1. The application and permit documents are submitted to the Permit Counter, Room 308.
2. Permit documents are routed to the Planning Division (The Planning Division should be consulted prior to submission of plans for information regarding Planning and Zoning).
3. When Planning's review is complete the package is returned to the Building Inspection Division where it is split between Building Inspection Plan Check and either Environmental Health Services Division (projects on septic systems) and/or the Department of Public Works (projects involving retaining walls, garages, driveways, grading & drainage, and easements). When your project has previously been through a planning process concurrent review by Building & Safety, EHS and Land Development Divisions will occur provide three sets of documents are available.
4. After review by EHS, the package is routed to the Department of Public Works for review.
5. Concurrently with the review by EHS and/or DPW the plans are checked for compliance with the adopted codes by the Building & Safety Division.
6. After requirements from each agency have been met the permit is ready to be issued. At this time a postcard will be sent to the applicant.

PRIOR TO ISSUANCE

Several requirements must be met prior to issuance of a Building Permit (some or all may apply to your project):

1. Signed Business & Profession Code statement and verification of type and expiration date of contractors' license.
2. Workers Compensation Declaration signed (and verification of a valid Certificate of Workers Compensation).
3. Owner-Builder Declaration signed and verification/listing of contractors to be working on the project.
4. Certificate of Compliance with school developer fees.
5. Letter from local water district regarding availability of water service.
6. Letter from local sanitary district regarding availability of sewer service.
7. Release of all "holds on issuance."

EXPIRATION OF APPLICATION

The building permit application expires one (1) year after the date of the Planning Division approval of the building permit. Building permits must be issued prior to the one-year expiration. It is the applicant's responsibility to respond to plan review requests by the County in a timely manner and to obtain the permit prior to expiration. The County does not have the resources to notify applicants of pending expiration of their application. In order to renew action on an expired application the applicant may be required to resubmit plans and pay new application fees.

EXPIRATION OF PERMIT

Every permit issued by the building official under the provisions of the technical codes shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced and inspected within one year from the date of such permit. All permits shall expire by limitation and become null and void if the building or work authorized by such permit is not completed and final inspection approved within two years from the date of such permit.

FIRE DISTRICT APPROVAL

Check with your local fire district for any requirements that they may have concerning local fire ordinances, especially concerning fire sprinklers, roof mounted solar collectors, and wildfire protection building and landscaping requirements. The following is a list of fire districts in the county's jurisdiction:

Bolinas	868-1566	Ross, Town of.....	258-4686
Corte Madera	927-5077	Ross Valley.....	258-4686
Inverness.....	669-7151	San Rafael.....	385-3308
Kentfield	453-7464	Sausalito.....	380-1100
Larkspur	927-5110	Sleepy Hollow.....	454-2923
Marin County	473-6566	Southern Marin	388-8182
Marinwood.....	479-0122	Stinson Beach	868-0622
Mill Valley	389-4130	Tamalpais	380-1100
Muir Beach	380-9627	Tiburon	435-7200
Novato.....	878-2690		

WATER DISTRICT APPROVAL

Before a building permit will be issued for any new building, a letter from the appropriate water district must be on file in this office to certify that a water meter exists or is available and that arrangements have been completed for service. If a well or other water supply will exist, a letter of approval from the Environmental Health Division (415-473-6907) will be required.

<u>RESIDENTIAL AREA</u>	<u>WATER DISTRICT</u>	<u>PHONE NO.</u>
Marin (South & Central)	Marin Municipal Water District	945-1455
Marin (North & West)	North Marin Water District	897-4133
Stinson Beach	Stinson Beach Water District	868-1333
Dillon Beach (Village).....	Coast Spring Water Company	(707) 869-0050
Dillon Beach (Oceana Marin)	Estero Mutual Water Company.....	(707) 878-2400
	46 Kona Lane	Dillon Beach, CA 94929-0041
Muir Beach	Muir Beach Comm. Serv. Dist.....	388-7804

SANITARY DISTRICT APPROVAL

Where sanitary sewers are to be connected to a sanitary district system, a letter from the sanitary district is required to certify that a legal connection is available before a building permit will be issued. If a septic system is the sanitary treatment to be furnished, a septic tank permit is required from the Environmental Health Division (415-473-6907), and a copy of the permit must be on file in this office before the issuance of a building permit. The following is a list of sanitary districts in the county's jurisdictional area:

<u>RESIDENTIAL AREA</u>	<u>SANITARY JURISDICTION</u>	<u>PHONE NO.</u>
Almonte.....	Almonte Sanitary District.....	388-8775
Alto	Alto Sanitary District.....	388-3696
Belvedere.....	City of Belvedere.....	435-3838
Bolinas	Bolinas Community Public Utility District	868-1224
Corte Madera.....	Sanitary District No. 2	924-2932
Dillon Beach (Oceana Marin)	North Marin Water District.....	897-4133
Fairfax.....	Ross Valley Sanitary District No. 1.....	461-1122
Greenbrae.....	Ross Valley Sanitary District No. 1.....	461-1122
Homestead Valley.....	Homestead Valley Sanitary District	388-4796
Kay Park	Tamalpais Community Services District	388-6393
Kentfield.....	Ross Valley Sanitary District No. 1.....	461-1122
Kent Woodlands.....	Ross Valley Sanitary District No. 1.....	461-1122
Larkspur.....	Larkspur Sanitary District	924-2405
Lucas Valley	Las Gallinas Valley Sanitary District.....	472-1734
Marin City.....	Sausalito-Marin City Sanitary District	332-0240
Marin City Highlands.....	County Sewer Maintenance District	473-6524
Marinwood	Las Gallinas Valley Sanitary District.....	472-1734
Mill Valley.....	City of Mill Valley.....	388-2402
Muir Beach.....	Muir Beach Community Services District.....	383-1517
Murray Park	Larkspur Sanitary District	924-2405
Northgate	Las Gallinas Valley Sanitary District.....	472-1734
Novato	Novato Sanitary District.....	892-1694
Richardson Bay.....	Richardson Bay Sanitary District.....	388-1345
Ross	Ross Valley Sanitary District No. 1.....	461-1112
San Anselmo	Ross Valley Sanitary District No. 1.....	461-1112
San Quentin Village	County Sewer Maintenance District	473-6524
San Rafael	San Rafael Sanitary District	454-4001
San Rafael Meadows.....	Las Gallinas Valley Sanitary District.....	472-1734
Santa Venetia	Las Gallinas Valley Sanitary District.....	472-1734
Sausalito	City of Sausalito	332-0240
Sleepy Hollow	Ross Valley Sanitary District No. 1.....	461-1122
Strawberry	Richardson Bay Sanitary District.....	388-1345
Tam Valley.....	Tamalpais Community Services District	388-6393
Tam Woods	Tamalpais Community Services District	388-6393
Terra Linda	Las Gallinas Valley Sanitary District.....	472-1734
Tiburon	Sanitary District No. 5	435-1501
Tomales.....	North Marin Water District.....	897-4133

WORK EXEMPT FROM A PERMIT

Exemptions from permit requirements do not grant authorization for any work to be done in any manner in violation of the provisions of any laws or ordinances of the County of Marin, including the CBC or CRC, as adopted. Please contact Planning, Environmental Health Services, Land Development Division, and your local Fire authority prior to commencing any building permit exempt work. Exemption from County of Marin building permits does not preclude regulation by legally constituted regulatory agencies, service districts or home owner associations. Exempt structures shall not be built within required zoning setbacks.

A Building Permit shall not be required for the following:
(See CBC Section [A] 105.2 & CRC Section R105.2)

1. The following types of structures may be exempt from a building permit if they are located in compliance with zoning regulations established in MCC, Title 22. Please contact the Marin County Planning Division at 473-6269 for specific requirements for your property.
 - A. One-story detached accessory buildings used as tool and storage sheds, playhouses and similar non-habitable uses, provided the total gross area does not exceed 120 square feet. (MCC 19.04.060)
 - B. In rural areas on parcels of 1 acre or more, accessory structures used for tool sheds, workshops and horse stalls not exceeding 300 square feet each and fences over 6 feet in height may have permits waived if exempt from zoning regulations. (MCC 19.04.060)
2. Fences which meet zoning requirements for height, location and openness. (Contact Planning)
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways not more than 30 inches above adjacent grade, and not over any basement or story below and are not part of an accessible route.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Temporary motion picture, television and theater stage sets and scenery.
8. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.
9. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems. (This does not include shade structure type carports.)
10. Swings and other playground equipment accessory to detached one- and two-family dwellings. (Greater than 15 feet in height will be subject to a Planning Division permit.)
11. Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support of Group R-3 and U occupancies.
12. Decks serving single family residences or duplexes not exceeding 200 sq. ft. in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the required main exit door (usually the front door of a dwelling).
13. Non-fixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches in height.

Separate plumbing, electrical and mechanical permits will be required for related work in conjunction with the above exempted items.

INSPECTION REQUESTS

Inspection requests should be made on our 24/7 Inspection Request Line at 473-6560. You will need to have the job address, permit number and inspection type code to request inspection. Inspection requests will be prioritized in the order in which they are received. Staff training will occasionally cause inspections to be delayed.

HOLDS

Some permits may be issued with “HOLDS” placed on them. These “HOLDS” represent requirements by different agencies that must be met prior to various stages of construction. “HOLDS” may be placed by the Planning Division, Building Division, Environmental Health Division, Department of Public Works, and the Fire Districts. A “CLOSE-IN HOLD” by any division means that Building Inspection will not provide an inspection on a project until that division has released the hold. It is the responsibility of the permit holder to be aware of all holds and to be sure the holds are released prior to requested inspections. If there is a “hold” on the type of inspection you are requesting on the automated phone line, your request for inspection will be denied.

OFFICE HOURS/LOCATION

The Building Inspection Division is located in Room 308 of the County Civic Center, 3501 Civic Center Drive, San Rafael, CA 94903-4157. Office hours are from 8:00am until 4:00pm, Monday through Thursday. Permits will not be processed (applied for or issued) after 3:30pm.

PHONE NUMBERS

Building & Safety Division/Automated Inspection.....	(415) 473-6550/473-6560
Planning Division	(415) 473-6269
Enforcement Division	(415) 473-6269
Environmental Health Services	(415) 473-6907
Land Development Division, DPW	(415) 473-3755, 6549
Marin County Fire Department.....	(415) 473-6566
California State Contractors License Board	(800) 321-2752 recorded information

PERMIT VIOLATIONS

Building without a permit, dangerous buildings, and illegal uses of property are a violation of Marin County Code. If you suspect this may have occurred you can request an investigation of zoning, housing, public health & safety, and building code violation concerns. Alleged code violations are investigated by County staff as they are reported or discovered, and steps are taken to resolve confirmed violations prior to initiation of abatement procedures. Please contact the Enforcement Division with written, signed complaints only. The contact information on the complaint will be kept confidential. Anonymous complaints will not be investigated. Complaints may be mailed, faxed or emailed. Code Enforcement Fax: (415) 473-7880; Email: cda-codeenforcement@marincounty.org