



BUILDING INSPECTION VERIFICATION PROCEDURES

The following construction compliance measures are required pursuant to Chapter 22.20 of the Marin County Development Code (Title 22). These building inspection verification procedures are aimed at reducing potential noncompliance with the approved structure's location (setbacks), height, and size (floor area).

Setback and height verifications must be satisfied by a licensed Land Surveyor or Civil Engineer with proper certification (license C 33965 or lower). Floor area verifications may be satisfied by the project surveyor or engineer. The property owner and contractor are responsible for compliance with these procedures.

SETBACK VERIFICATION

Verification of a structure's setback from property lines is **required during construction** when structural development (i.e., new structure, addition, etc.) is located up to or within one (1) foot of the minimum required setback for conventionally zoned properties (R-1, R-A, A-2, etc.), and when the structural development is located within five (5) feet of a property line, right of way, or access easement for planned district zoned properties (RSP, RMP, ARP, etc.).

In these cases, the applicant shall have a licensed Land Surveyor or Civil Engineer with proper surveying certification verify that the project complies with the approved setback distances as shown on the approved building permit plans and submit a written (stamped) Building Setback Certification to the Planning Division in accordance with **#1** as shown on this form.

BUILDING HEIGHT VERIFICATION

Verification of a structure's height is **required during construction** if the building height is within two (2) feet of the maximum height allowed for projects located on conventionally zoned properties. Confirmation of the structure's height may be required for the finished floor and/or finished roof elevations.

In these cases, the applicant shall have a licensed Land Surveyor or Civil Engineer with proper surveying certification submit a written (stamped) building Roof Elevation Certification confirming that the building conforms to the roof ridge elevations that are shown on the approved Building Permit plans, based on a benchmark that is noted on the plans. **Roof elevation certification shall include any proposed roof materials on top of roof framing (shingle, tile, etc.) within the calculation.** Certification shall be submitted in the format shown under **#2** or **#3** on this form.

FLOOR AREA VERIFICATION

Verification of a structure's floor area is **required during construction** if the floor area ratio resulting from a project would be within two (2) percent of the maximum floor area ratio allowed for projects located on conventionally zoned properties.

In these cases, the applicant shall submit a written (stamped) building Floor Area Certification from the project surveyor or engineer confirming that the floor area of the building conforms to the floor area that is shown on the approved Building Permit plans. Floor area certification shall **include the additional proposed exterior siding finish (stucco, wood, etc.) within the calculation.** Certification shall be submitted in the format shown under **#4** on this form.

The following certification formats shall be submitted by the project Land Surveyor or Civil Engineer to document compliance with each verification requirement. All certifications shall be submitted on letterhead and wet stamped. Staff will attempt to release the HOLD within one business day.

SETBACK VERIFICATION:

1. Building Setback Certification

On date , I measured the following setbacks for the structure located at address and determined that the structure meets or exceeds the minimum setbacks that are approved on the Building Permit plans.

	<u>Field-verified Setback</u>	<u>Setback on Approved Plans</u>
Front Setback:		
Left Side Setback:		
Right Side Setback:		
Rear Setback:		

BUILDING HEIGHT VERIFICATION:

2. Floor Elevation Certification

On date , I surveyed the finished floor elevation(s) for the structure at address and determined that the elevation(s) does/do not exceed the elevation(s) shown on the Building Permit, based on the benchmark that is identified on the Building Permit. The field-verified elevation(s) is/are:

	<u>Field-verified Elevation</u>	<u>Elevation on Approved Plans</u>
First Floor Elevation:		
Second Floor Elevation:		
Other Elevation:		

3. Roof Elevation Certification

On date , I surveyed the finished highest finished roof elevation(s) for the structure at address and determined that the elevation(s) conform(s) to the approved elevation(s) shown on the Building Permit, based on the benchmark that is identified on the Building Permit **and the addition of the roofing materials on top of roof framing (shingle, tile, etc.)**. The field-verified roof elevation(s) is/are:

	<u>Field-verified Elevation</u>	<u>Elevation on Approved Plans</u>
Roof Elevation:		
Roof Elevation:		

FLOOR AREA VERIFICATION:

4. Floor Area Certification

On date , I measured the floor area for the structure at address and determined that the floor area does/do not exceed the area shown on the Building Permit based on framing **and calculating the additional proposed exterior siding finish (stucco, wood, etc.)**. The following floor areas were measured:

	<u>Field-verified Floor Area</u>	<u>Floor Area on Approved Plans</u>
First Floor		
Second Floor:		
Other:		
TOTAL:		