



BUILDING INSPECTION VERIFICATION PROCEDURES

The Marin County Building and Safety Division currently requires the following construction compliance measures. These building inspection procedures are aimed at reducing potential noncompliance with the approved structure's location, height, and size (floor area) limitations. By receipt of this form, your construction project must comply with one or more of these measures. Verifications shall be required prior to the stage in construction as shown on the attached *Notice of Planning Hold* form. **All verifications must be satisfied by a licensed land surveyor or civil engineer with proper certification.** 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 the structure (i.e., new structure, addition, etc.) is located up to or within 1 foot of the minimum required setback for conventionally-zoned properties (R-1, R-A, A-2, etc.), and when the structure is located within 5 feet of a property line for planned-district zoned properties (RSP, RMP, ARP, etc.). Verification of setbacks can occur by two methods:

Surveyor Verification: The surveyor/engineer shall conduct a survey of the front, side, and rear property lines, as well as, the installed project foundation forms. The surveyor or engineer would then verify that the proposed project foundation complies with the approved setback distances from adjacent property lines as shown on the approved building permit plans. The project land surveyor or civil engineer would submit the certification in accordance with **#2** shown on this form.

OR

County Inspector Verification: The surveyor/engineer shall conduct a survey of the front, side, and rear property lines and install property line survey hubs with connecting colored line in locations that can be readily used by the County Building Inspection staff to verify building setbacks prior to approval of the foundation inspection. If new survey hubs are installed, the project land surveyor or civil engineer must submit written confirmation that the staking of property lines has been properly completed and submit the certification in accordance with **#1.A** shown on this form. The requirement for new survey hubs may be waived if proper survey hubs already exist at the project site and can be used to definitively measure building setbacks. It is recommended that the surveyor or civil engineer set the required setback and/or property lines with clearly marked stakes or colored line. The project land surveyor or civil engineer would submit the certification in accordance with **#1.B** shown on this form. ***The applicant must then call the Building and Safety Division's general phone line (415-473-6550) for a "manual inspection request" in order to place the inspection into the system.***

BUILDING HEIGHT VERIFICATION

Verification of a structure's height is **required during construction** for new construction when the structure is within two (2) feet of the maximum allowed structure height permitted by the governing zoning district. Confirmation of the structure's height may be required for the finish floor and/or finished roof elevations. **Roof elevation certification shall include within the calculation proposed roof materials on top of roof framing (shingle, tile, etc.).** Certification shall be submitted in the format shown under **#3** or **#4** on this form.

FLOOR AREA VERIFICATION

Verification of a structure's floor area is **required during construction** for new construction when the floor area ratio is within 2% of the maximum floor area ratio permitted by the governing zoning district. Certification shall be submitted in the format shown under **#5** on this form **and shall include within the calculation the additional proposed exterior siding finish (stucco, wood, etc.).**

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. Property Line Certification

A. For construction on lots where existing property line survey hubs are not clearly evident, use the following certification:

On ___ date ____, I installed new property line survey hubs for ___ address ____ and have physically delineated the property line(s) for purposes of allowing the Building and Safety Inspection staff to verify building setbacks in the field. Attached is the "Corner Record" identifying the corner hubs and tags that will be filed with the County Surveyor.

B. For construction on lots where existing property line survey hubs are existing and evident, use the following certification:

On ___ date ____, I surveyed the property line(s) for ___ address ____, and using existing survey hubs, I have physically delineated the property line(s) for purposes of allowing the Building and Safety Inspection staff to verify building setbacks in the field. Therefore, I am requesting that the requirement for new survey hubs be waived.

2. 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>
Setback to Front Property Line:		
Setback to Left Property Line:		
Setback to Right Property Line:		
Setback to Rear Property Line:		

BUILDING HEIGHT VERIFICATION:

3. Floor Elevation Certification

On ___ date ____, I surveyed the finish 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:		

4. Roof Elevation Certification

*On ___ date ____, I surveyed the finish 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:

5. 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:		