

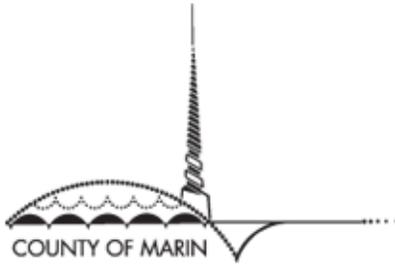
**County of Marin
Regulatory Improvements Advisory Committee
Meeting 3: Permit Review**

Date/Time: January 10, 1:30 – 3:30pm

Location: Conference Room 410B, Marin County Civic Center Administration Building

Agenda:

- | | |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1:30 (5 mins.) | Welcome and overview of meeting agenda (LWC) |
| 1:35 (5 mins.) | Review notes from Meeting 2 (LWC) |
| 1:40 (20 mins.) | Additional comments or questions on Planning Permits <ul style="list-style-type: none">• Which part(s) of the planning review process have the greatest opportunity for improvement?• Are the changes to the planning review process that are planned and in progress appropriate?• How should upcoming improvements be prioritized? |
| 1:50 (40 mins.) | Building and Fire Permit Review Process (Staff) <ol style="list-style-type: none">1. Overview of the CDA2. Presentation by the Building & Safety Division3. Presentation by Marin County Fire Department |
| 2:30 (55 mins.) | Permit review discussion <ul style="list-style-type: none">• Areas for better collaboration and coordination• Opportunities to avoid or reduce redundancy• Opportunities for concurrent processing• Opportunities for improved customer service (e.g. increase over-the-counter permits and plan checks, establish cycle times for plan checks, etc.)• Evaluate staffing levels |
| 3:25 (5 mins.) | Preview of Meeting 4 agenda (topic: CEQA) (LWC) |



County of Marin
Regulatory Improvements Advisory Committee
Notes from Meeting 2: Permit Review

Meeting Date: December 6, 2012, 1:30 – 3:30pm

Location: Friends of Marin Room, Exhibit Hall Building, Marin Center, San Rafael

Attendance:

Committee Members: Charles Ballinger, Bob Brown, Nona Dennis, Elida Doldan-Schujman, Robert Eyler, Dominic Grossi, Wade Holland, Richard Kalish, David Smadbeck, Kim Thompson, Jan Alff Wiegel, John Young

Other: Scott Alber (Fire Marshal, Marin County Fire Department), Leslie Alden (Aide to Supervisor Kate Sears), Brian Crawford (Community Development Agency Director), Kim Obstfeld (Lisa Wise Consulting, Inc.), Eric Steiger (DPW), Debra Stratton (Senior Secretary, Community Development Agency), Jeremy Tejirian (Principal Planner, Marin County), Jason Weber (Fire Chief, Marin County Fire Department), Lisa Wise (Lisa Wise Consulting, Inc.)

Meeting Summary:

Logistics

1. Review of notes from last meeting - no comments
2. Activity since the last meeting:
 - Board of Supervisors check-in on November 6th
 - Committee tour of CDA on November 16th
3. Next meeting: January 10th at 1:30pm, Civic Center, Room 410B (finish Planning Permit discussion and discuss Building permits)
4. Interim idea sharing and discussion may be initiated by Committee members via email

Discussion Items

Staff provided an overview of the permit review process and reviewed the package of information previously distributed to the Committee. The key items covered in this presentation were:

- Overview of the Community Development Agency
- Application Submittal
- Completeness Review
- Merits Review and Decision
- Recent Code Development Amendments

A discussion of the process ensued. Key findings and recommendations identified by the Committee are described below.

Findings/Recommendations

Completeness Review

1. **Community group transmittal.** Applications are transmitted to some community groups prior to the application being deemed complete by the CDA (at the same time that they are transmitted to other government agencies). Community groups include design review boards and other groups with a clear stake in the project (e.g. a homeowner's association) or long-standing organizations that have requested to be on the transmittal list. Since the community groups are intimately familiar with the area in question, they sometimes can assist staff in better understanding of the context of a project. While there are disadvantages in this early input in that a project may not be fully vetted, it provides greater transparency in project approval, and it can be helpful for applicants to receive initial community comments before engaging the development team in several rounds of revisions. Input from community groups is currently provided to applicants at the end of the completeness review along with Staff's "preliminary merit comments".
 - a. Consider training and informational material, such as YouTube videos, for new design review board members that explain the advisory role of the board, meeting protocol, and objectives of the review. This information could also prove useful to applicants.
 - b. Consider modifying this procedure once the new website is live so that interested community groups are automatically notified and can download public information for review.
2. **Serial review.** The first step in the formal application process is reviewing the application materials submitted for the project to see if they are adequate to fully review the project. This process is governed by the Permit Streamlining Act, which specifies that an agency must provide a comprehensive list of every item of information that can be required for an application (see Planning Permit Application Submittal Checklist) and that a determination regarding whether an application is complete must be made within 30 days of the date of submittal. If the application is not complete, then those items of information that are still necessary should be prepared by the applicant and submitted within one month, but this step can take substantially longer depending on the type of information requested by staff and the length of time it takes the applicant to prepare it. Once the applicant resubmits an application, planning staff again has up to one month to determine whether the application is complete.
 - a. Consider evaluating projects that are deemed incomplete to determine the most common issues encountered at this stage. Based on this review and evaluation, consider revising the submittal checklist, improving coordination with public agencies, and additional staff training to improve customer service.

Appeals

3. **De novo appeals.** Currently the Planning Commission (PC) conducts a "de novo" hearing on appeal. In a de novo hearing, the PC has the opportunity to look at a project as a new matter, rather than just considering the grounds of the appeal.
 - a. Consider instituting "limited" appeals in which the PC and Board of Supervisors (BOS) would address only the points articulated in the appeal letter, rather than the "de novo" approach currently in place. (Note: Appeal rules should be precise and consistent throughout the County's Municipal Code to avoid unintended legal issues if the permit or project is taken to court.)

4. **Frivolous appeals.** Frivolous appeal is a legal term that refers to an action that is clearly intended merely to delay or embarrass the opposition. Frivolous appeals would include appeals that are not based on County standards or policy.
 - a. Consider allowing the CDA Director to send frivolous appeals of administrative decisions directly to the BOS. In these cases, there is a strong likelihood that they will go to the BOS eventually because any decision by the PC is likely to be appealed. Sending the appeal straight to the BOS will save the applicant and the County time and money.

Current Planning Website

5. **Online zoning information and permit history.** Online access to relevant zoning information and permit history for a parcel can save time and money for property owners and the County due to fewer phone calls and trips to the front counter. It will also give property owners, builders, and architects greater access to information earlier in the process, which should help to make more informed decisions about project feasibility.
 - a. As part of the CDA's website upgrades, create a portal where the public can enter an APN and retrieve relevant zoning information and permit history for a parcel.
6. **Participation guidelines on website.** Redesigning the County's current planning website means improved customer service, better access to information, and greater transparency of CDA activities.
 - a. Consider creating a page or section of the current planning website that describes opportunities for public participation. Develop and post a guidebook for constructive involvement in the development review process. Include sections such as "frequently asked questions" and "ten most common blunders" to guide public testimony at meetings, interaction with Staff, and submittal of comments. This will be useful in setting expectations for an appellate and ensure that public participants are appropriately prepared.

Other Items for Future Discussion

7. **Subjective terms and policies.** Subjective or non-quantifiable terms and policies complicate the permitting process and reduce predictability for applicants. Wherever possible, clarify or minimize qualitative policies and make standards precise and direct. (This will be revisited in the meeting(s) on the General Plan.
8. **Appeal fees.** Fees for appeals to the PC and BOS are relatively low. They were set at a modest rate to promote due process and to allow residents to address legitimate complaints. However, the fees are lower than many jurisdictions and do not begin to cover the County's costs. (This will be revisited in the meeting on fees.)

Permit Reform for the 21st Century

Leading change in building permit goals, policies, regulations & processes

**Lowering cost - Enhancing alignment - Improving efficiency
Removing barriers to customer success and satisfaction
Increasing participation, equity and consumer protection
within Marin's communities**



“Whatever affects one directly, affects all indirectly”

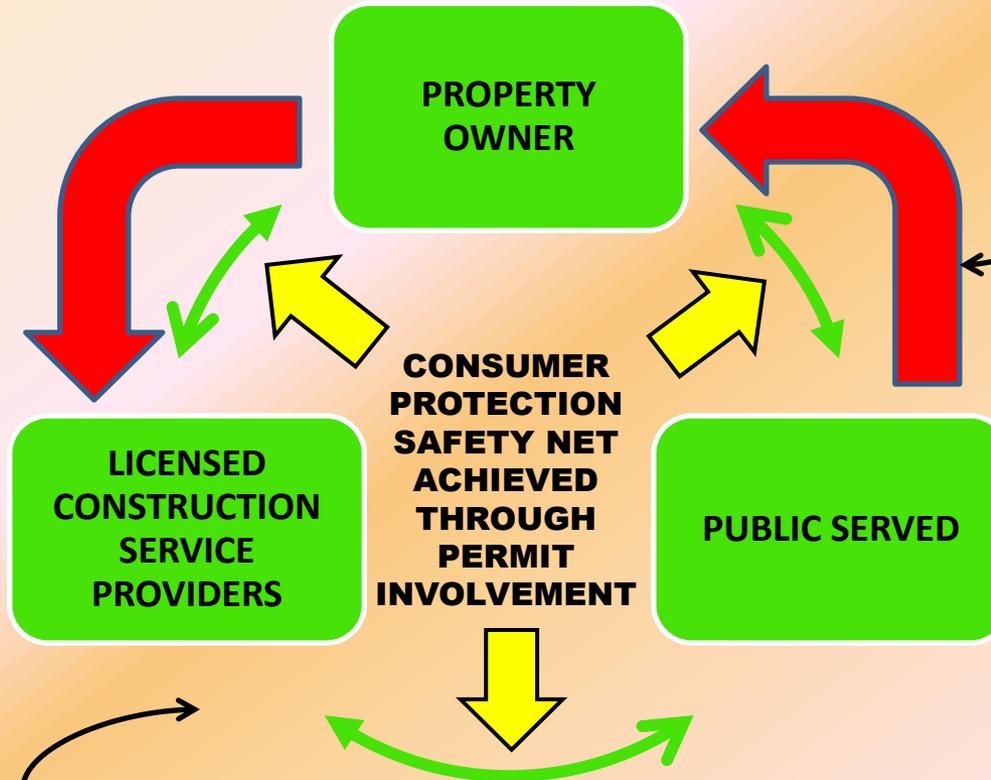
Martin Luther King

CONTENTS

- **#1 –Program purpose and background for building departments, codes & permits**
- **#2 –Marin’s changing construction & permitting environment**
- **#3 –Three expressed barriers to customer success with our permitting process**
- **#4 –Status quo continued**
- **#5 –Leading change in building permit goals, policies, regulations & processes**

#1 –Program purpose and background for building departments, codes & permits

Building departments protect consumers by monitoring, auditing and documenting the construction of buildings and the commerce of construction to ensure compliance with minimum construction standards



Consumer liability impact when safety net fails

"If [all people] were angels, no government would be necessary"

James Madison

Most building permit policies, regulations and processes are extensions of a different era

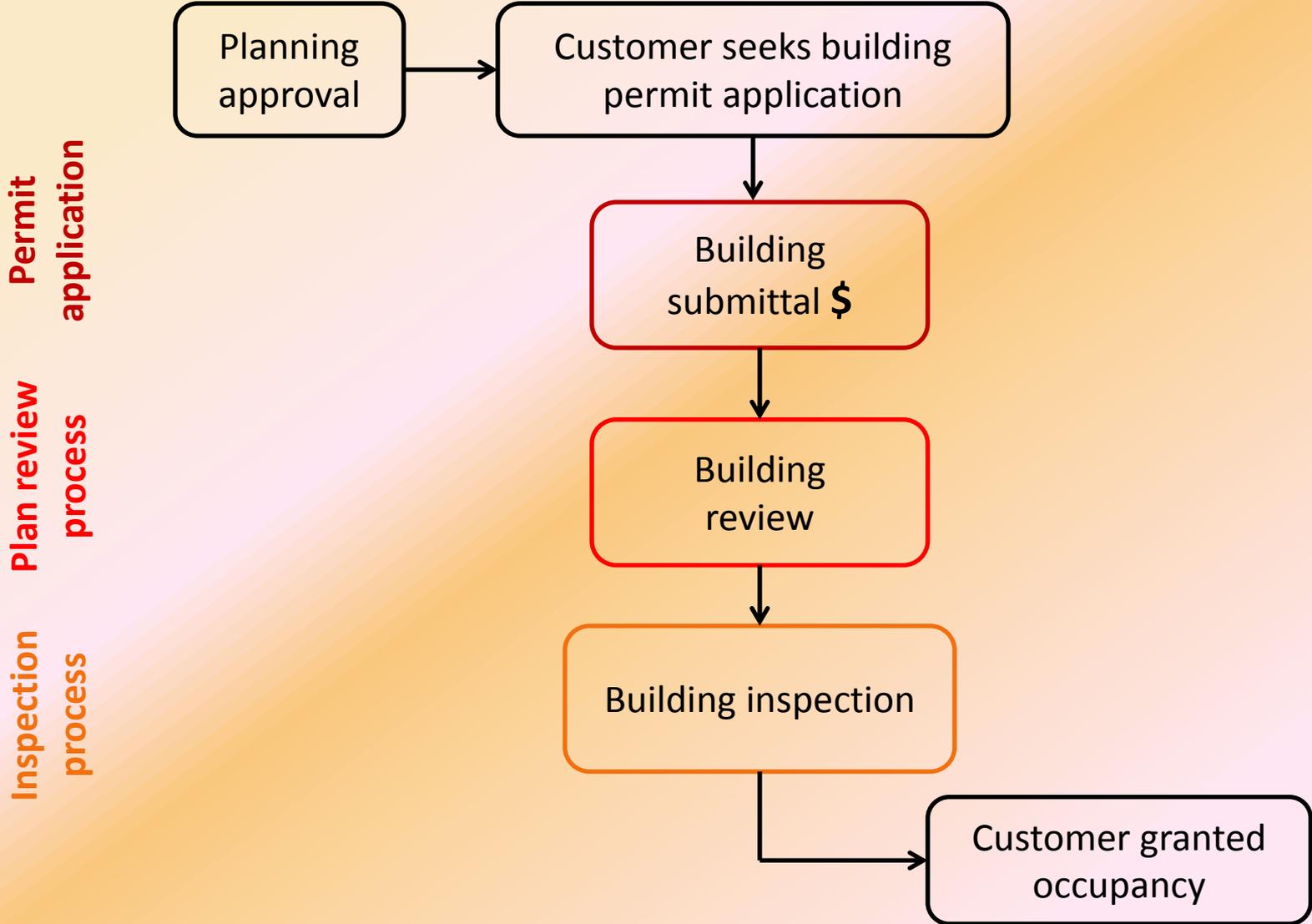
**20TH CENTURY PERMIT ERA WAS ALL ABOUT *NEW* CONSTRUCTION!
ESPECIALLY SINCE POST-WWII SUBURBAN SPRAWL**



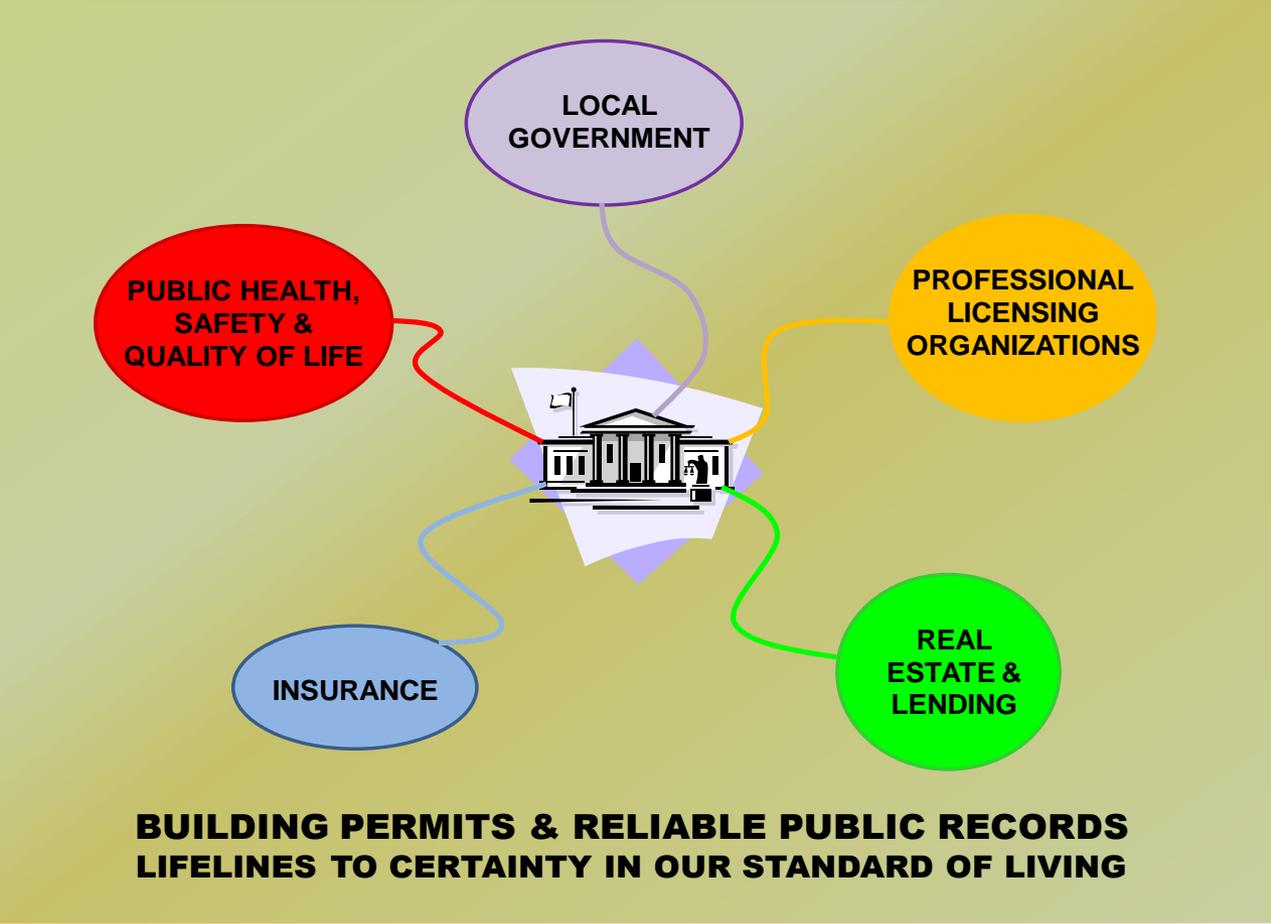
- Need for new housing & jobs
 - Shifting to a post-war economy
- Few building department requirements
 - Codes focused on new construction
 - Permit requirements were simple
- Codes intended to improve safety & quality
 - Minimum construction standards to ensure minimum construction quality
- Construction costs were reasonable
 - \$8,000 – New home
 - \$90 Down/ \$58 Mortgage/ \$12 Permit Fee

In the pre-Prop 13 era, permit approval was to verify basic health and safety of new construction to protect consumers from substandard construction practices

The permit approval process in this era was simple



Allowing local government and permit customers to succeed in maintaining reliable public records



This system supports a reasonably effective level of consumer protection and confidence in local government permitting programs and public records

However, as growth in new subdivision construction ballooned, and

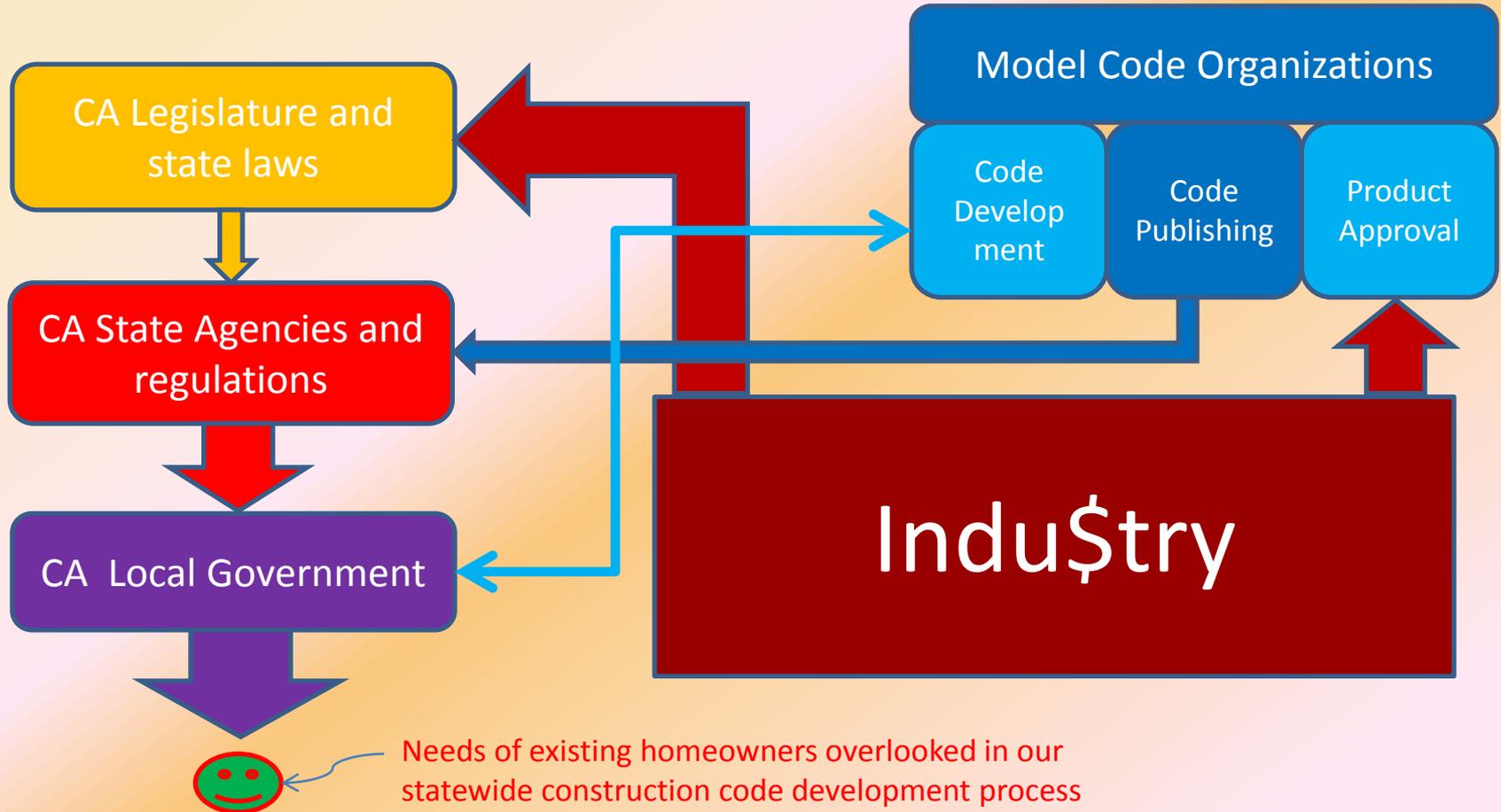


Prop 13 expanded the funding and reach of state government

- Permits became dictated by statewide construction codes & standards for new buildings
- Codes developed to favor standardized mass production of new buildings; increasing construction speed, containing liability & costs and supporting profitability
- Growing influence of state agencies as well as insurance & construction industries in the pursuit of making new buildings and building codes the most reliable in the world

Post-Prop 13 era: statewide code development for new construction becomes big business

Our code development system grew into its own business of triennial new prescriptive requirements for construction



A 'closed system' for code officials, state agencies and industry interests in the ongoing pursuit of safer and more reliable new building standards

20th Century building departments, codes and permit programs worked reasonably well in meeting the needs of 20th Century customers seeking permits to construct new buildings.

Yet, as our codes continued to expand in volume, complexity and expense of requirements applicable to new construction, two issues relevant to Marin's home-improvement customers became apparent:

- 1. Ever-increasing code requirements for new buildings continue to escalate the cost of construction and compliance, while producing diminishing returns in life-safety and livability; and/or create unintended new concerns that require additional code requirements to address; and**
- 2. Ever-increasing code requirements for new buildings have a collateral impact on home-improvement and alteration customers that also continue to increase their cost of improvements and compliance, while producing diminishing returns in relevant life-safety and livability; and/or create unintended and unreasonable new concerns for them to resolve.**

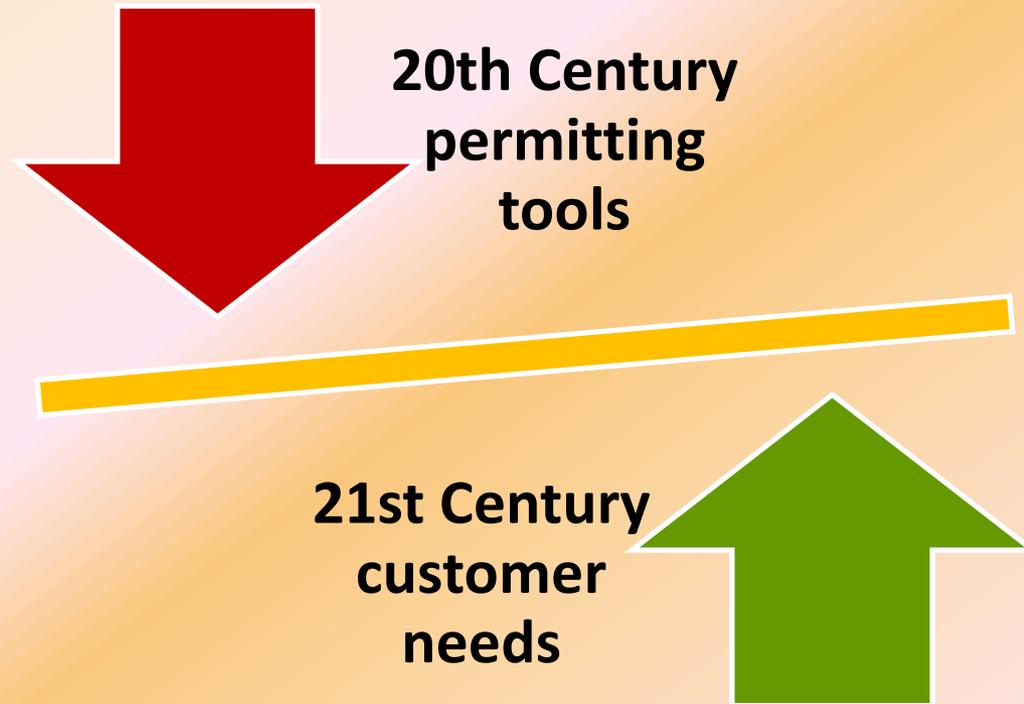
#2 –Marin’s changing construction & permitting environment



“Problems cannot be solved with the same mind set that created them”

Albert Einstein

Marin's changing construction & permitting *needs*

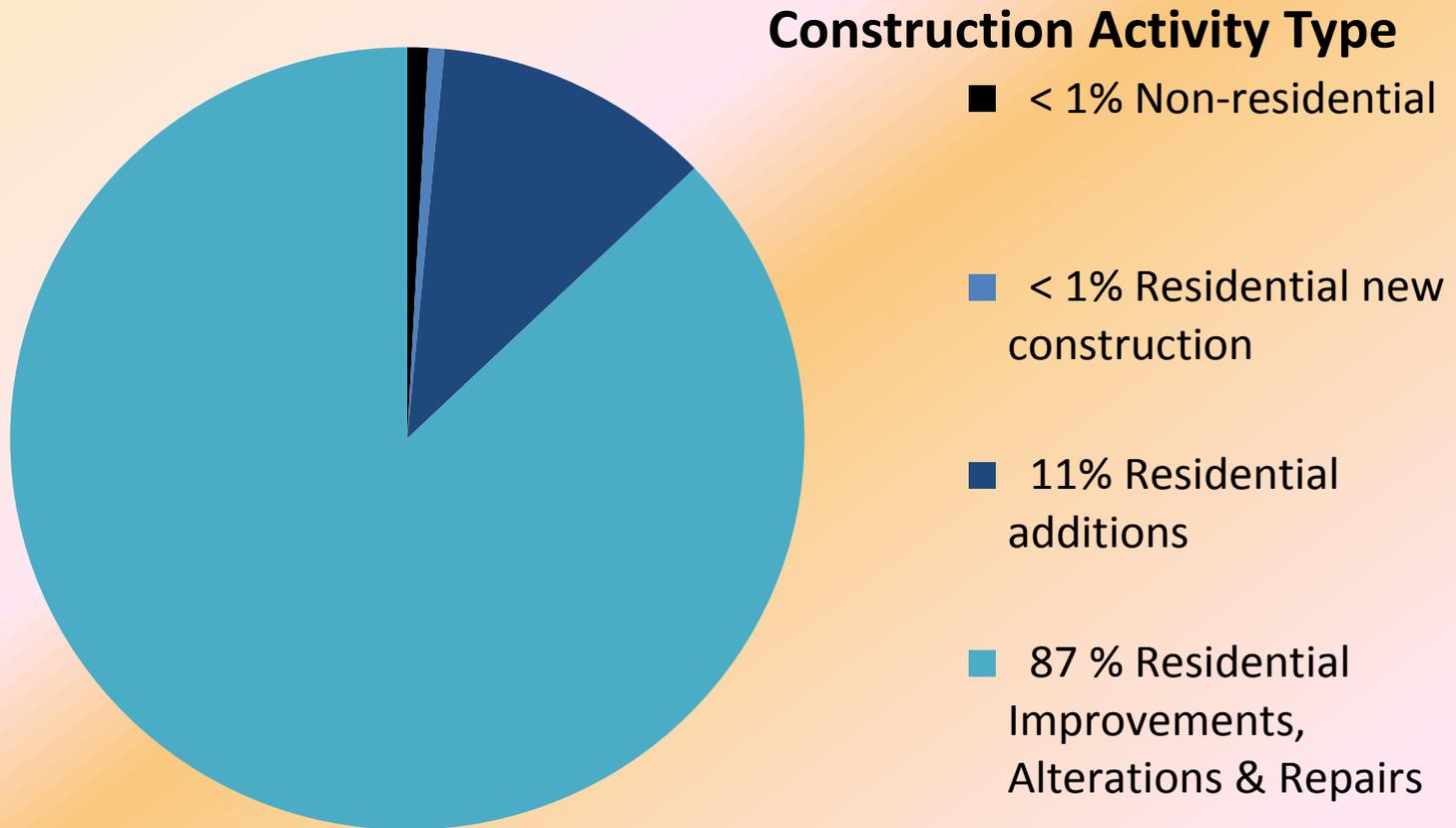


“What we should be asking is...how we can create a smarter and better government” *Barack Obama*

Marin's 21st Century permitting environment comparison

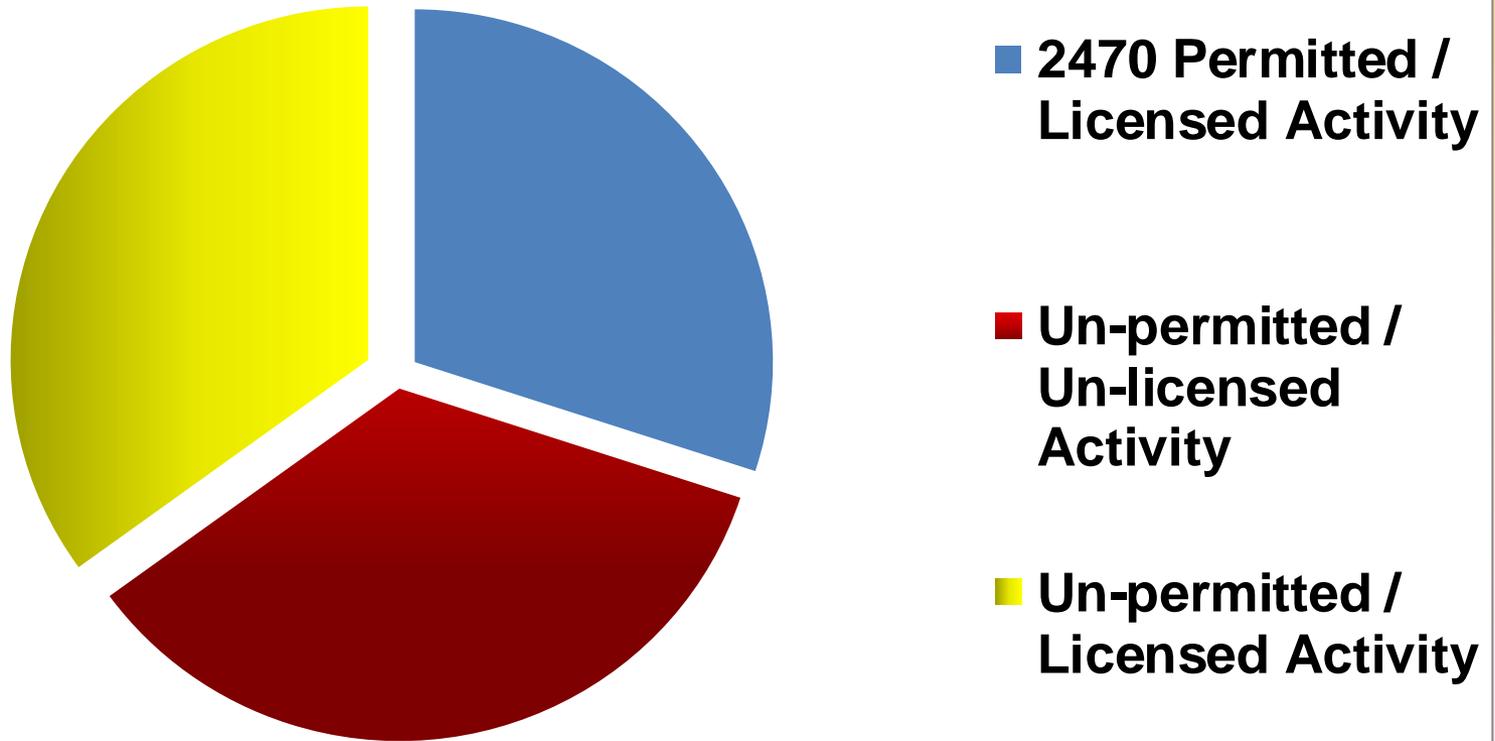
CHALLENGE	20 th Century	21 st Century
Number of new code requirements	Fewer and slowing evolving	Many and rapidly evolving
Complexity of codes	Less complex	More complex
Cost of construction & permits	Within reach of most	Beyond reach of most
Time it takes to obtain permits	Less time	More time
Authority over code adoption	Local choice of codes	State imposed codes
Staff available for enforcement	More	Less
Prevailing economy	Stronger	Weaker
Construction financing	Easier to obtain	Harder to obtain
Consumer response	Spend, invest, hire others	Scrimp, save, do-it-yourself
Marin construction activity	New construction & alterations	Mostly alterations
Marin permit compliance	More due to new construction	Less due to alterations
Public view permits as:	Mandatory	Optional and of questionable value
Marin permit avoidance	Unknown	70% estimated
Building department consumer protection effectiveness	More due to more permits being sought by public	Less due to permits being avoided by public

Marin *permitted* construction activity based on 2,470 building permits issued in FY 2012:



Marin customers are home-improvement customers with new & different permit needs

Marin's estimated *total* construction activity



Marin CDA can fulfill consumer protection only when permits are sought & issued

To Permit or *Not-to-Permit*...

This has become our customer's challenge!

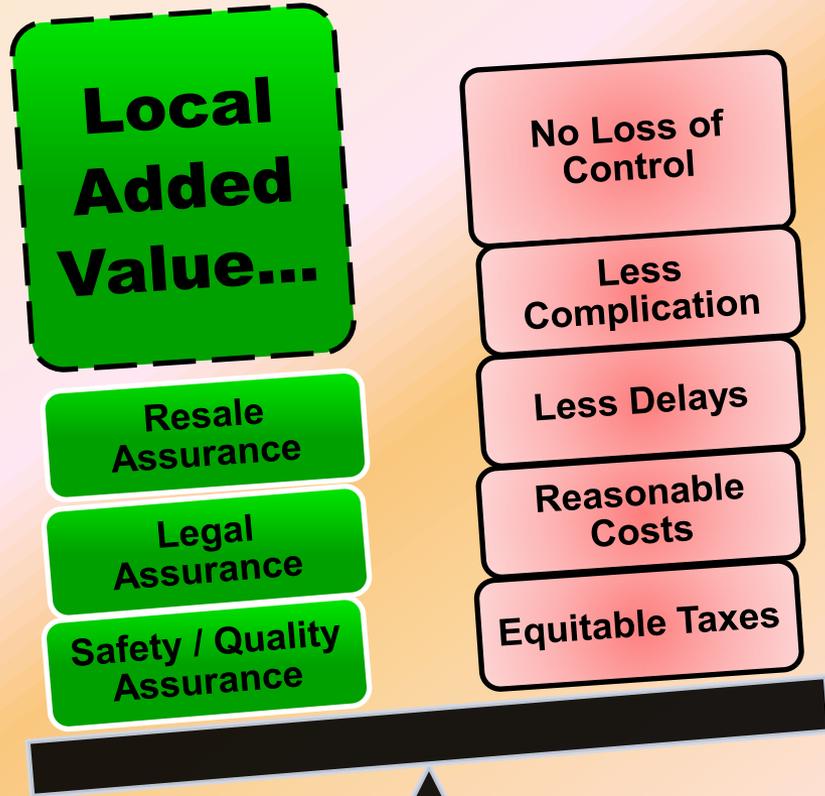


Permit ?



**NO
Permit !**

To Permit or *Not-to-Permit*...This is *our* challenge!



Permit !

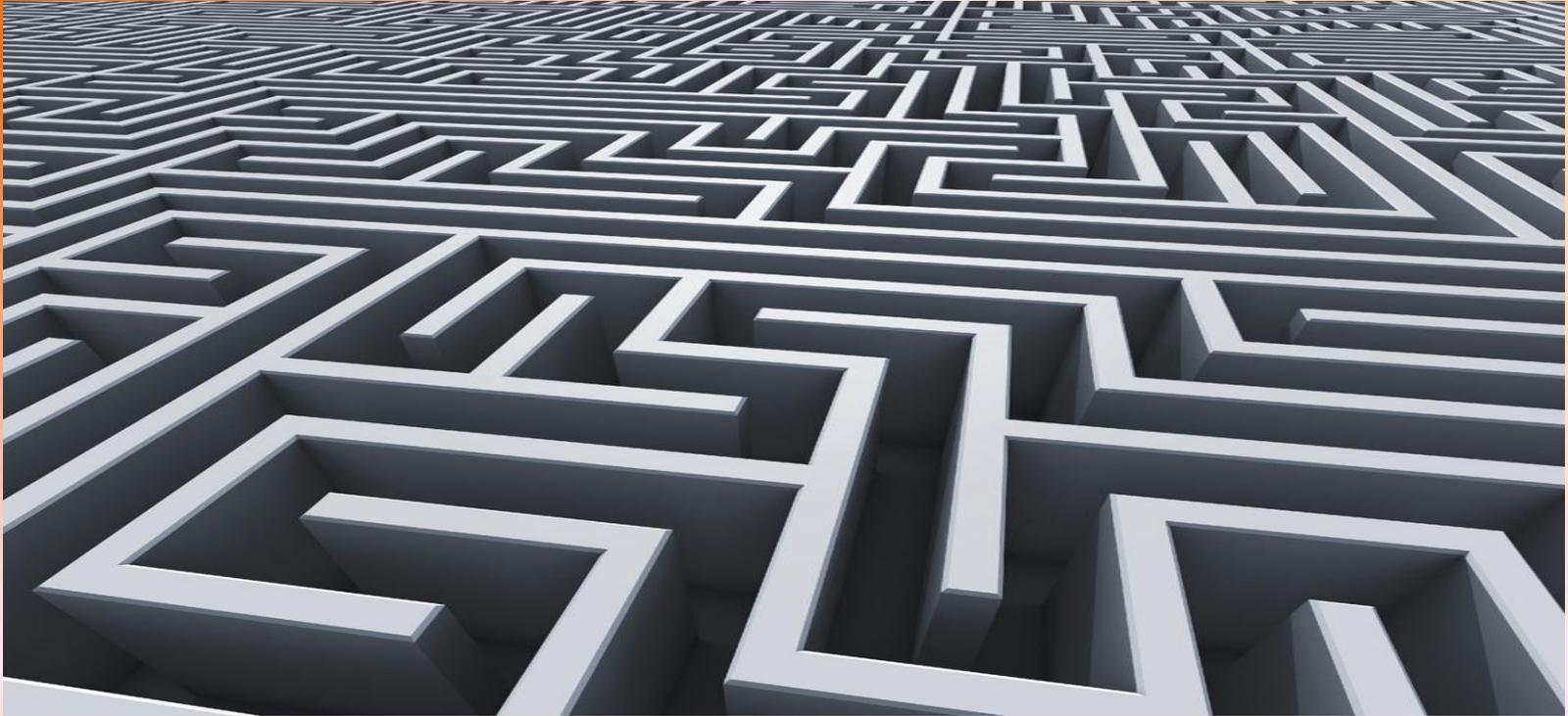
**NO
Permit ?**



21st Century Marin homeowners need and desire reasonable regulations at reasonable expense with reasonable permit processes that provide reasonable value; helping them *succeed* in maintaining and improving Marin's dwellings while reasonably safeguarding their property value and investment

21st Century Marin homeowners appear to be 'opting-out' of our present County permitting process at the rate of 2:1

#3 –Three expressed barriers to customer success with our permitting process



“The great difficulty lies in this: you must first enable the government to control the governed; and in the next place oblige it to control itself”

James Madison

#3 -1 Requiring compliance with stringent regulations intended for new construction on home improvement permits

State code regulations intended for new construction

- **CAL Green Green Building Standards [Part 11, Title 24, CCR]**
 - Applies to *newly constructed* buildings and sets mandatory minimum standards for:
 - Water efficiency & conservation
 - Material conservation & resource efficiency
 - Environmental quality

MCC's application for additions, alterations & remodels

- **Green Building Requirements [19.04.110 et seq, MCC]**
 - Applies to home improvements as well as new construction
 - May require a home energy audit at additional expense
 - May require a certified Build-it-Green rater at additional expense
 - May require Build-it-Green rating at additional expense

Marin homeowners and contractors express support for building green, yet feel Marin's compelled & costly compliance thresholds for additions, alterations and remodels is a deterrent to desired maintenance and home improvement

More state code regulations intended for new construction

- **Residential Fire Sprinkler Systems [Sec R313, Part 2.5, Title 24, CCR], [Sec 903, Part 2, Title 24, CCR]**
 - Applies to *newly constructed* one and two-family dwellings and *new* buildings and structures
 - *Not required* for additions and alterations to existing buildings that are not already provided with an automatic residential sprinkler system

And MCC's application for additions, alterations & remodels

- **Fire Protection Systems [19.04.065, 16.16.040 MCC]**
 - Applies to home improvements as well as new construction when more than 50% floor area is added; or any renovation, which combined with any additions, affects a floor area which exceeds 50% of the existing floor area of the structure within any 36 month period.
 - *Exception:* residential reroofing

Marin homeowners and contractors express agreement with the goal of fire safety however, the customer expense to comply with this requirement is a leading cause for doing home improvement projects while avoiding getting a permit

Additional state code regulations intended for new construction

- **Materials and Construction Methods for Exterior Wildfire Exposure [Sec R327, Part 2.5, Title 24, CCR], [Chapter 7A, Part 2, Title 24, CCR]**
 - Applies to *new buildings* located in any Fire Hazard Severity Zone or any Wildland-Urban Interface Fire Area
 - *Not applicable* for additions and remodels of buildings originally constructed prior to the applicable application date

Marin homeowners and contractors express approval for wildfire prevention though, the costly customer burden to comply with this requirement is another leading cause for doing home improvement projects without getting a permit

And MCC's application for additions, alterations & remodels

- **Urban-Wildland Interface Code [Chapter 16.7, 16.17.020 MCC]**
 - Applies to home improvements as well as new construction when more than 50% floor area is added; or any renovation, which combined with any additions, affects a floor area which exceeds 50% of the existing floor area of the structure within any 36 month period.
 - *Exception:* residential reroofing

The added expense for our home improvement customers to comply with local requirements originally intended for new construction is often viewed as unreasonable and disproportionate to their interests

Example valuation for a new 3,800 sq-ft single family dwelling = \$952,000

Example valuation for a 1,510 sq-ft addition & remodel = \$108,000

State Regulation for new construction	Marin requirement for additions & remodels	Additional homeowner expense in \$	% of new construction budget	% of home improvement budget
Cal Green -Green Building Code	MCC Green Building requirements	\$1,500 - 2,850 for GP Rater	< 1%	1.4% - 2.6% or more
Residential Fire Sprinkler Systems	Fire Protection Systems	\$5,318-12,500 install + meter	<2%	4.9% -11.6% or more
Wildfire Resistant Construction	Urban-Wildland Interface Code	Varies	Negligible to minor	Significant to major

Marin homeowners and contractors appear to align with the County's mission to support healthy, safe and sustainable communities, but express feeling disenfranchised when compelled to comply with requirements they cannot afford

#3 -2 Levying fees reasonably justified through nexus to *new* construction on home improvement customers

- **Example fees for a new 3,800 sq-ft single family dwelling with a valuation of \$952,000**

– Building permit	\$13,908	1.5% of project budget
– Zoning review	1,695	<1%
– State taxes	133	<1%
– DPW site review	853	<1%
– DPW roads impact	5,700	<1%
– Planning surcharge	1,460	<1%
– Affordable housing	18,000	1.9%
– Technology fee	695	<1%
– Demolition fee	250	<1%
– TOTAL	\$42,694	4.5%

While the sum of these fees may be viewed as expensive by Marin customers, they have not expressed the magnitude of fees preclude them from building

When applied to additions, alterations & remodels the impact fee formulas begin to reveal disproportionality

- **Example fees for a 510 sq-ft addition + 1,000 sq-ft remodel to a 2,400 sq-ft single family dwelling and a valuation of \$108,000**

– Building permit	\$6,387	6% of project budget
– Zoning review	845	<1%
– State taxes	15	<1%
– DPW site review	1,024	<1%
– DPW roads impact	2,265	2%
– Planning surcharge	670	<1%
– Affordable housing	4,550	4.2%
– Technology fee	319	<1%
– Demolition fee	150	<1%
– TOTAL	\$16,225	15%

Marin homeowners and contractors have expressed that “tacked on fees” appear unjustified and unreasonably high for home improvement projects

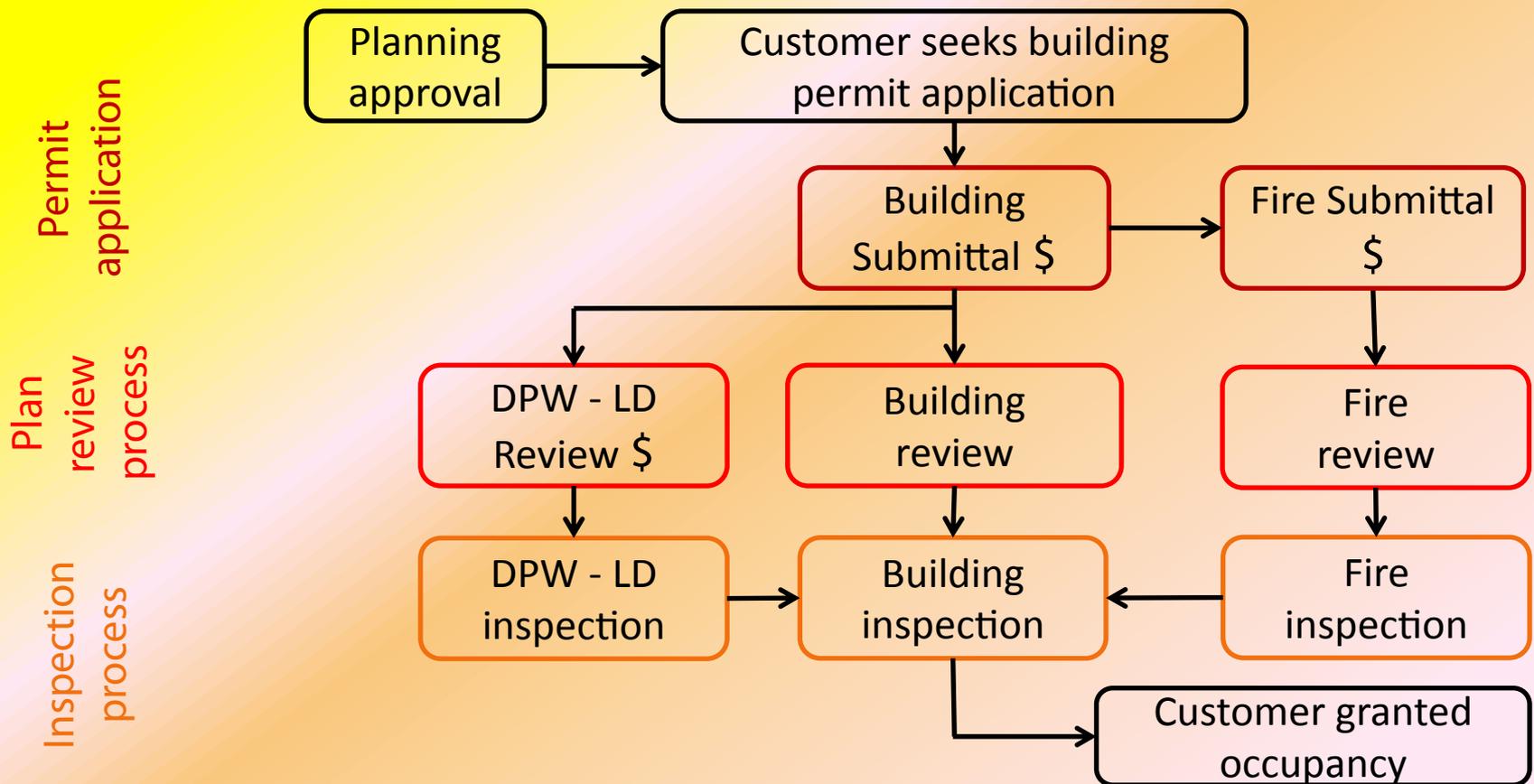
And when applied to minor home improvements the impact fee application begins to appear unreasonable and without nexus

- **Example fees for a 3.5kw roof mounted solar PV system with a construction valuation of \$26,000**

– Building permit	\$271	1% of project valuation
– Zoning review	85	<1%
– State taxes	3	<1%
– DPW site review	---	---
– DPW roads impact	260	1%
– Planning surcharge	28	<1%
– Affordable housing	---	---
– Technology fee	13	<1%
– Demolition fee	---	---
– TOTAL	\$660	2.5%

Marin homeowners and contractors have expressed concerns that the 'extra fees' appear to dis-incentivize the kinds of maintenance and improvements Marin should be encouraging

#3 -3 Overlapping permitting, plan review and inspection processes



Marin homeowners and contractors express continued frustration with our multiple approval process, viewing it as unnecessary and a major deterrent to getting a permit

For many of our addition, alteration & remodel customers our sequential approval process causes untenable delays and unjustified expense

- **Example fees for a 510 sq-ft addition + 1,000 sq-ft remodel to a 2,400 sq-ft single family dwelling and a valuation of \$108,000**

– Building permit	\$6,387	6% of project budget
– Zoning review	845	<1%
– State taxes	15	<1%
– DPW site review	1,024	<1%
– DPW roads impact	2,265	2%
– Planning surcharge	670	<1%
– Affordable housing	4,550	4.2%
– Technology fee	319	<1%
– Demolition fee	150	<1%
– TOTAL	\$16,225	15%

Marin homeowners and contractors question why it takes so many County departments to approve and inspect their construction project

And when applied to minor home improvements our fractionalized approval process can add relatively substantial customer delay and expense

- **Example fees for a 3.5kw roof mounted solar PV system with a construction valuation of \$26,000**

– Building permit	\$271	1% of project valuation
– Zoning review	85	<1%
– State taxes	3	<1%
– DPW site review	---	---
– DPW roads impact	260	1%
– Planning surcharge	28	<1%
– Fire Dept. permit	354	1.4%
– Technology fee	13	<1%
– Demolition fee	---	---
– TOTAL	\$1,014	3.9%

Marin homeowners and contractors express concerns that this duplicative process is costly, time-consuming, unnecessarily inefficient and appear self-serving

Customer Inbox

“The information I will take away from this experience is that the county makes very little effort to work with homeowners during what is a stressful venture and that they do not seem to want people to improve their homes”

“I am for Green Building, but have issues with financial burdens and more red tape being put on small additions”

“Marin County Building Department is in one way or another facilitating the loss of hundreds of construction jobs due to their delays in processing permit applications and having certain departments plan check when they have nothing to do with certain applications. It is a colossal waste of time and forces contractors to lay off workers and delay clients projects”

“This is a hot potato which needs fixing NOW!! You see, ALL contractors which have to utilize the MCBBD are very upset at their delays and just have had it and they are becoming non-conforming and you know what that means”

“Please either do not cash the check or refund us our money. The whole system is challenging and very disappointing”

“All organizations are perfectly designed to get the results they get”

D. Hanna

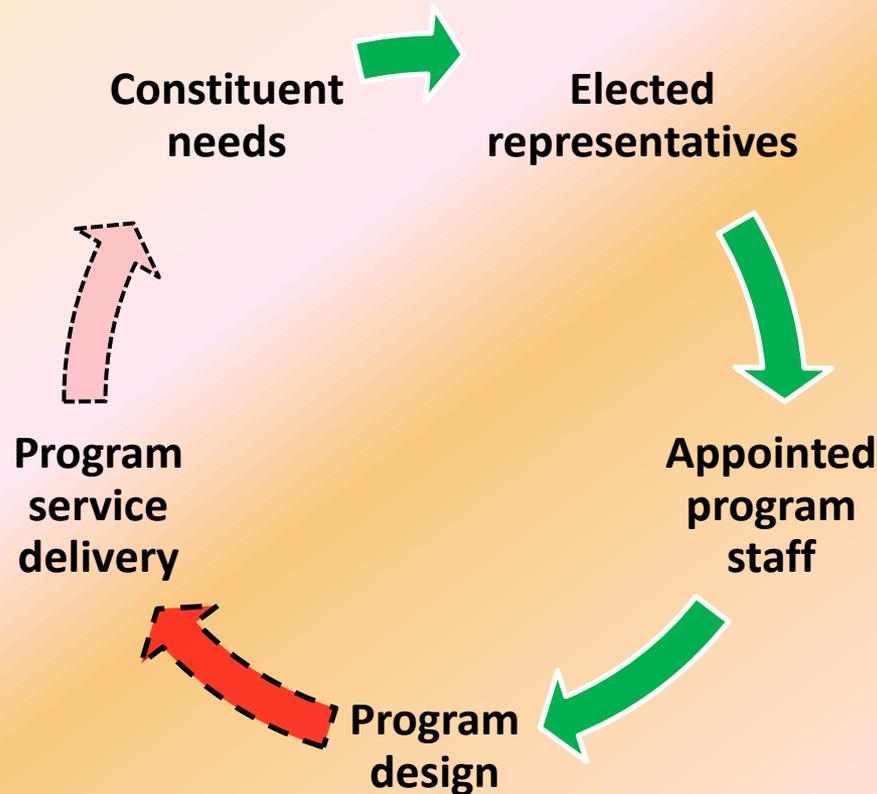
#4 –Status quo continued



“So they go on in strange paradox, decided only to be undecided, resolved to be irresolute, adamant for drift, solid for fluidity, all-powerful to be impotent”

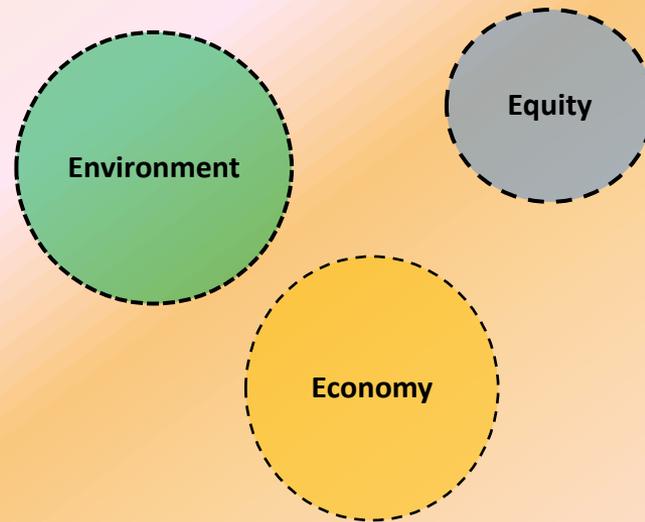
Sir Winston Churchill

Local government program alignment cycle



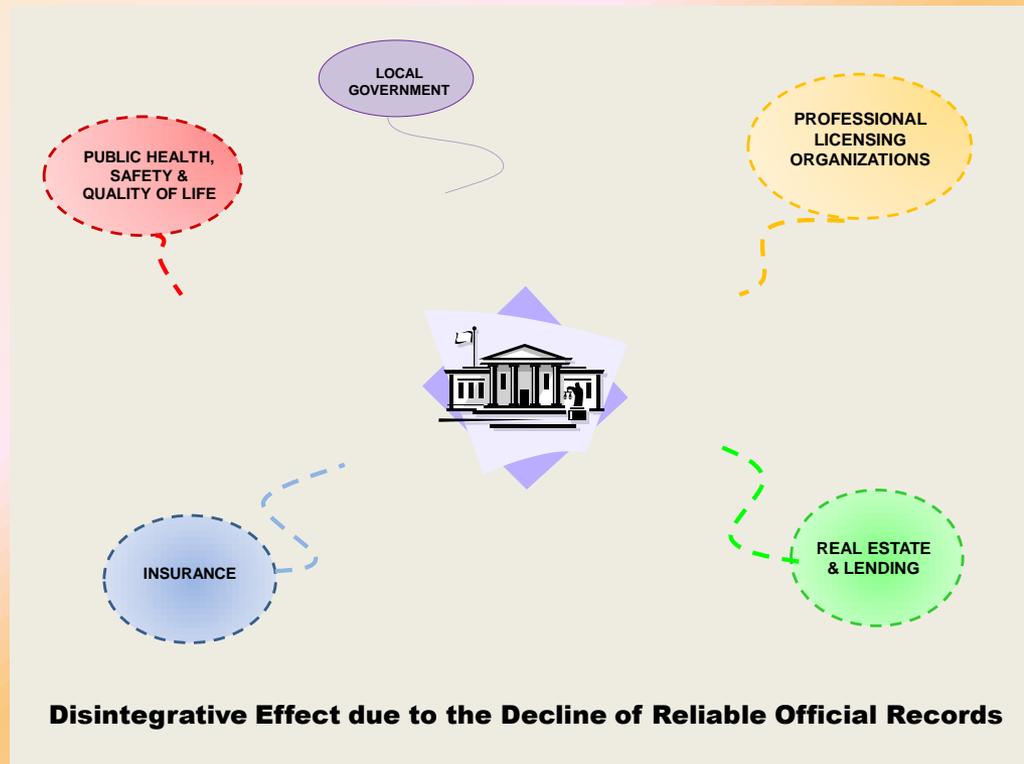
Misalignment can occur at any point in the cycle, resulting in program services that fail to meet constituent needs; causing the program to lose alignment with the customers it serves and promoting non-participation by the community

If misalignment and increasing non-participation by the community continues, it has a dis-integrating effect on our ability to achieve County & community goals...



Property owners forced to avoid our permit process because they can't afford the burden of compliance become inequitably excluded from the health, safety and consumer protection benefits of legitimate home-improvement activity and recordation. The resulting loss of inclusion and equity in County programs drives our local economy underground and injects uncertainty in environmental effectiveness

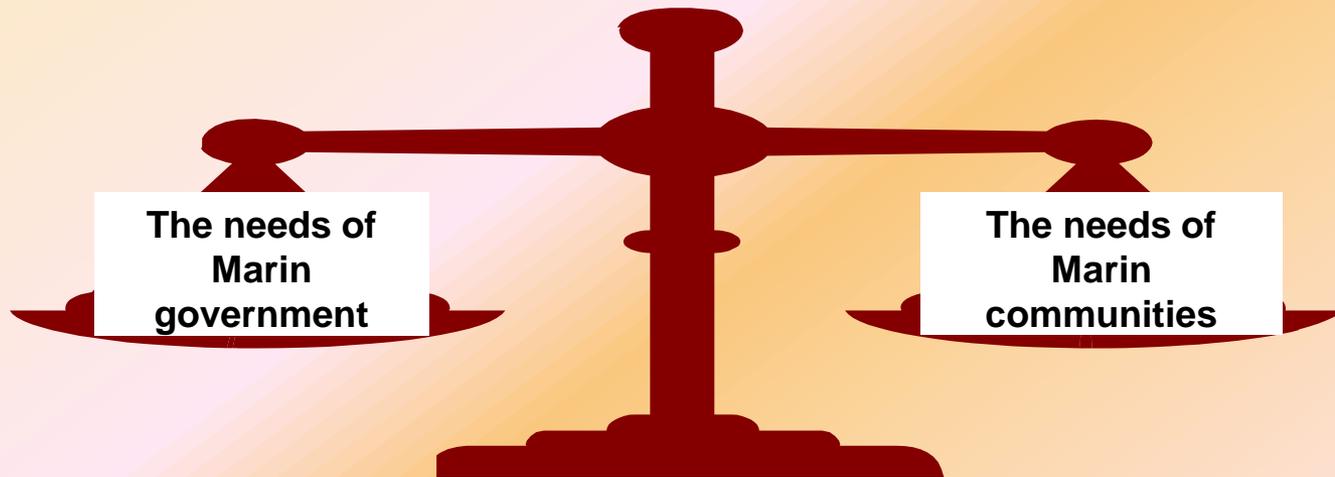
And feeds a dis-integrating influence on the reliability of local government function in maintaining our standard of living



“If we continue to do what we have always done....”

Anon

#5 –*Leading* change in building permit goals, policies, regulations & processes



***Lowering cost - Enhancing alignment - Improving efficiency
Removing barriers to customer success and satisfaction
Increasing participation, equity and consumer protection
within Marin's communities***

Moving into the 21st Century

Adapting to meet the changing needs and expectations of our customers



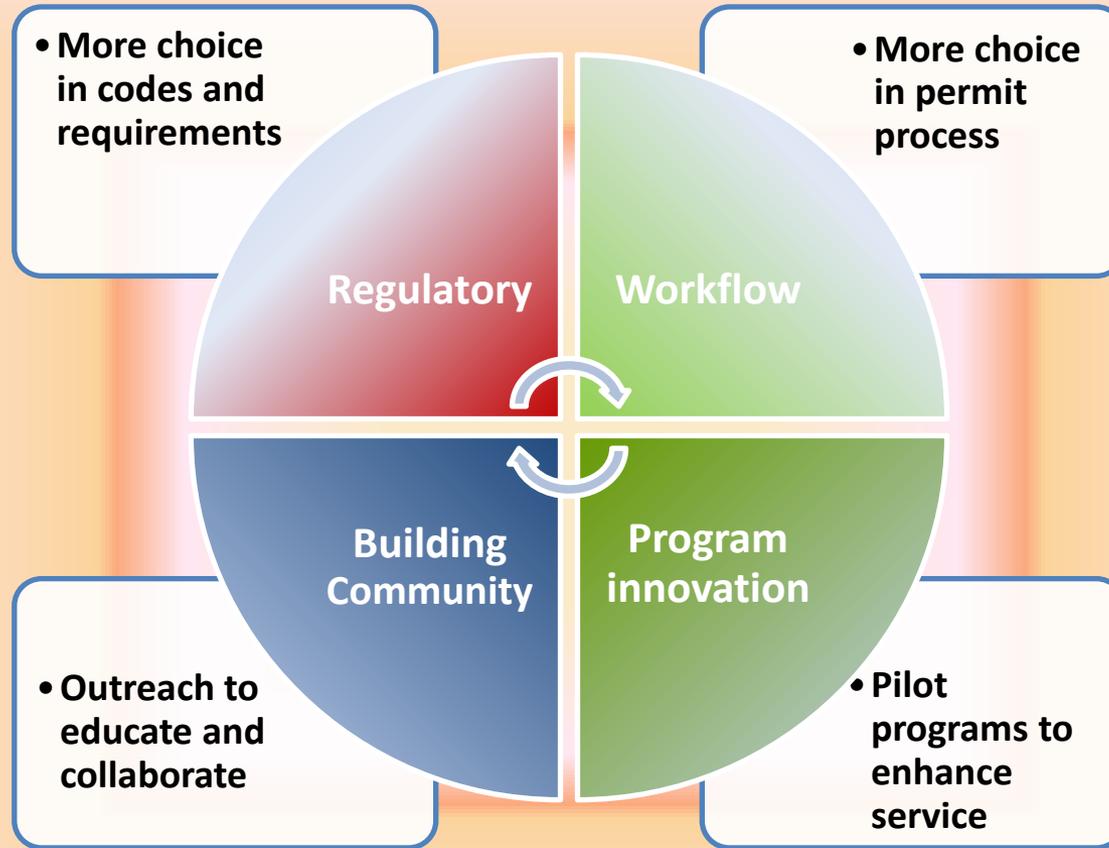
**Focusing on customer
success and satisfaction**
while safeguarding Marin's built
environment

**Providing enhanced
flexibility and choice**
permit choices that serve
the needs of our residents

**Adapting our Building &
Safety programs**
making it easier for our
customers to succeed

Permit reform strategy for continuous improvement

In meeting the needs and expectations of today's permit customers



Providing enhanced flexibility and choice to support customer success in the permit process



Workflow reform removing duplication, expense, delays; improving efficiency and value in supporting the maintenance and improvement of Marin's communities

Type	Customer Options	Description	Implementation
Voluntary Process Choices	Express Permitting	Provides for over the counter plan review and issuing of smaller alterations and remodels	Implemented
	Annual Home Improvement Permit	Provides for incremental interior home improvements under a single application	Pending
	OT Plan Review	Provides for weekend expedited plan review	Implemented
	3 rd Party Plan Review	Provides for 3 rd party expedited plan review	Implemented
	Electronic Inspection	Allows for certain inspections to be photo-documented by licensed contractor	Implemented
	OT Inspection	Provides for weekend expedited inspections	Implemented
	3 rd Party Inspection	Provides for 3 rd party expedited inspections	Implemented

Providing Marin customers more choice in *how* their building permit is processed and allowing them to *choose* their service delivery schedule

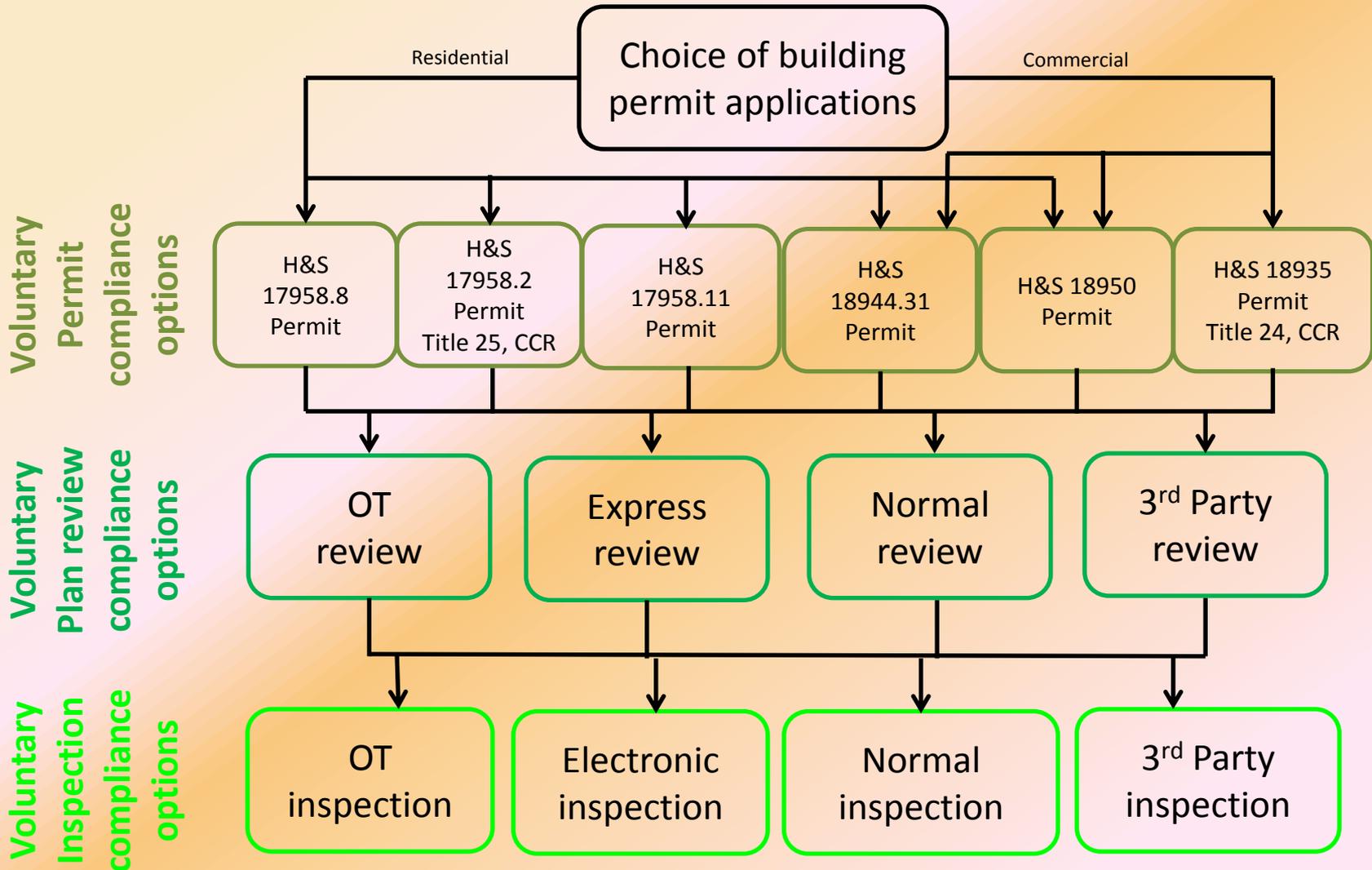


Regulatory reform reducing regulatory barriers; increasing participation & success through enhanced choice in compliance options, cost and thresholds

Type	Customer Options	Description	Implementation
Voluntary Permit Choices	Original Materials & Methods retention	Provides for the continued use of archaic materials and methods in the maintenance and alteration of older homes	Implemented
	Limited Density Owner Built Rural Dwellings	Provides for affordable construction alternatives for rural owner builders	Pending
	Joint Living and Work Quarters	Supports affordable conversion of abandoned commercial structures for residential-commercial purposes	Pending
	Straw-bale Construction Permit	Provides code standards for straw bale wall construction	Pending
	Architecturally Significant Structures Permit	Provides for the preservation of Marin's unique architectural history and future through increased code flexibility	Pending

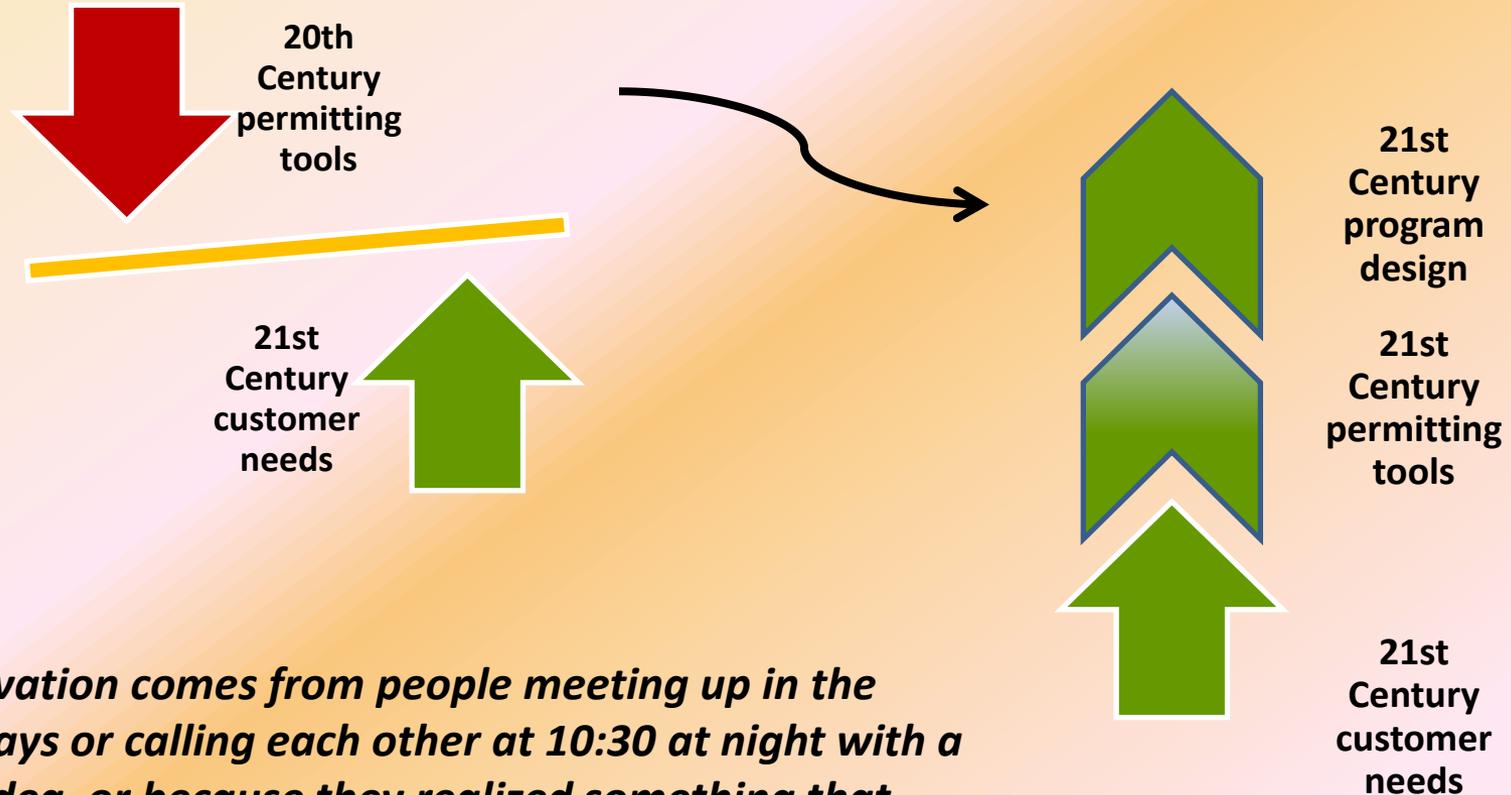
Proposed strategies to provide our customers more choice in permitting programs so they can choose the type of permit that meets their circumstance, needs and budget

Enhanced customer control in compliance options and permit processes





Program reform increasing productivity and efficiency through innovative pilot programs; enhancing program effectiveness and improving the way we *think*



“Innovation comes from people meeting up in the hallways or calling each other at 10:30 at night with a new idea, or because they realized something that shoots holes in how we’ve been thinking about a problem” Steve Jobs



Building community through outreach, education, participation and collaboration to address the needs within the community for home maintenance and improvement

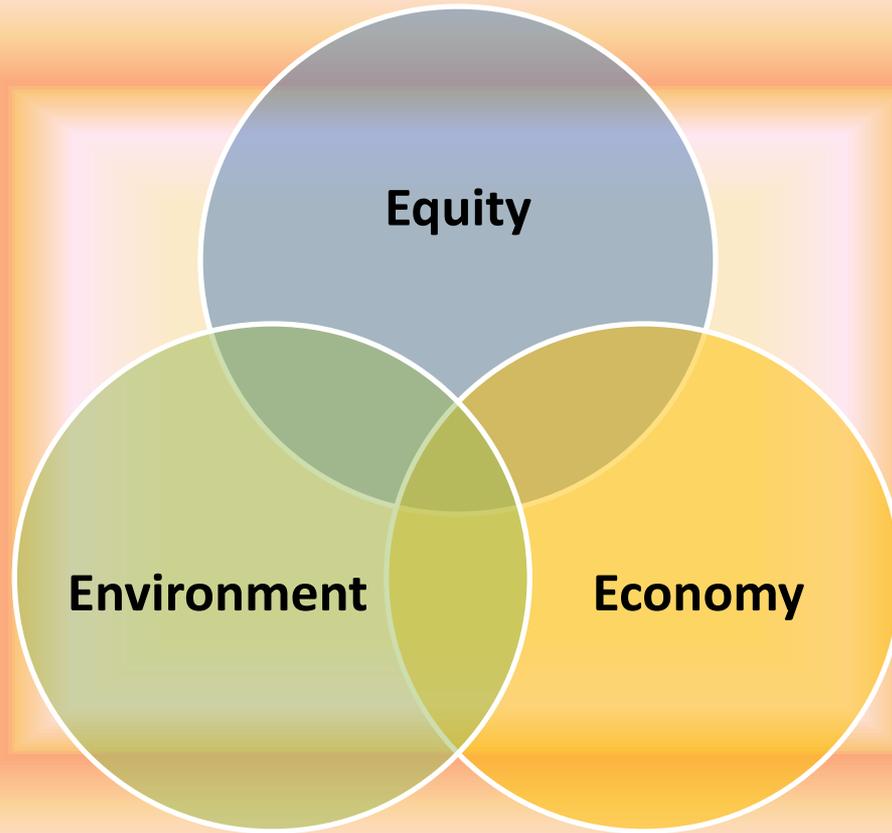
Shifting from the 'County as provider' role to the 'County as facilitator' position for sustaining our built-environment



"We must all hang together, or assuredly we shall all hang separately"

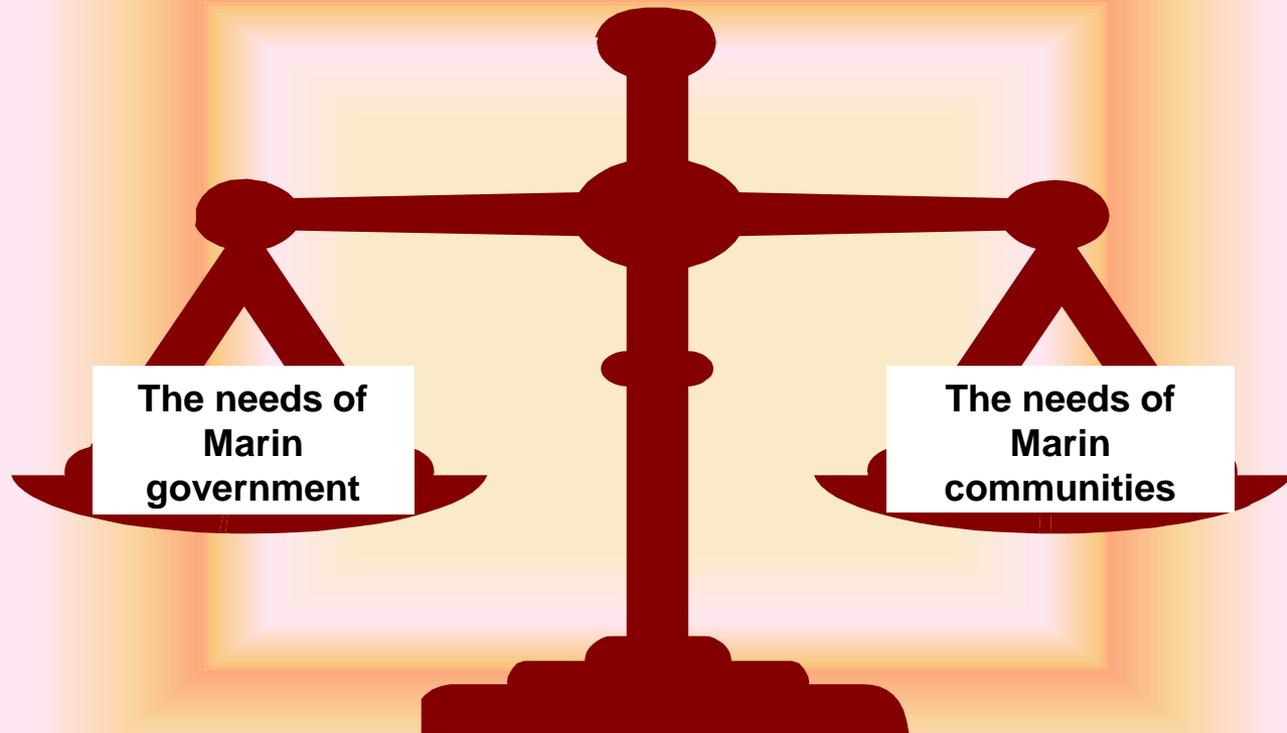
Benjamin Franklin

Taken together, or in combination, enhanced choice allow Marin customers **greater control** over the **affordability** of their construction requirements, and the **timeline** for their approval and inspection processes



Allowing greater participation and equity that supports mutually beneficial economic and environmental progress

***Leading* reforms to balance 21st Century permit programs with 21st Century customer needs**



Regaining the *right* balance for our community & local government cultures

What do you think our building permitting program would look like...

If we *already* supported the success of our customers in achieving their permitting goals in ways that balanced with their needs and abilities...

If we *facilitated* instead of *enforced* participation, vitality and sustainability in the improvement of our communities...

If we *already* enjoyed healthy, safe and sustainable neighborhoods where homeowners were supported to maintain and improve their homes...

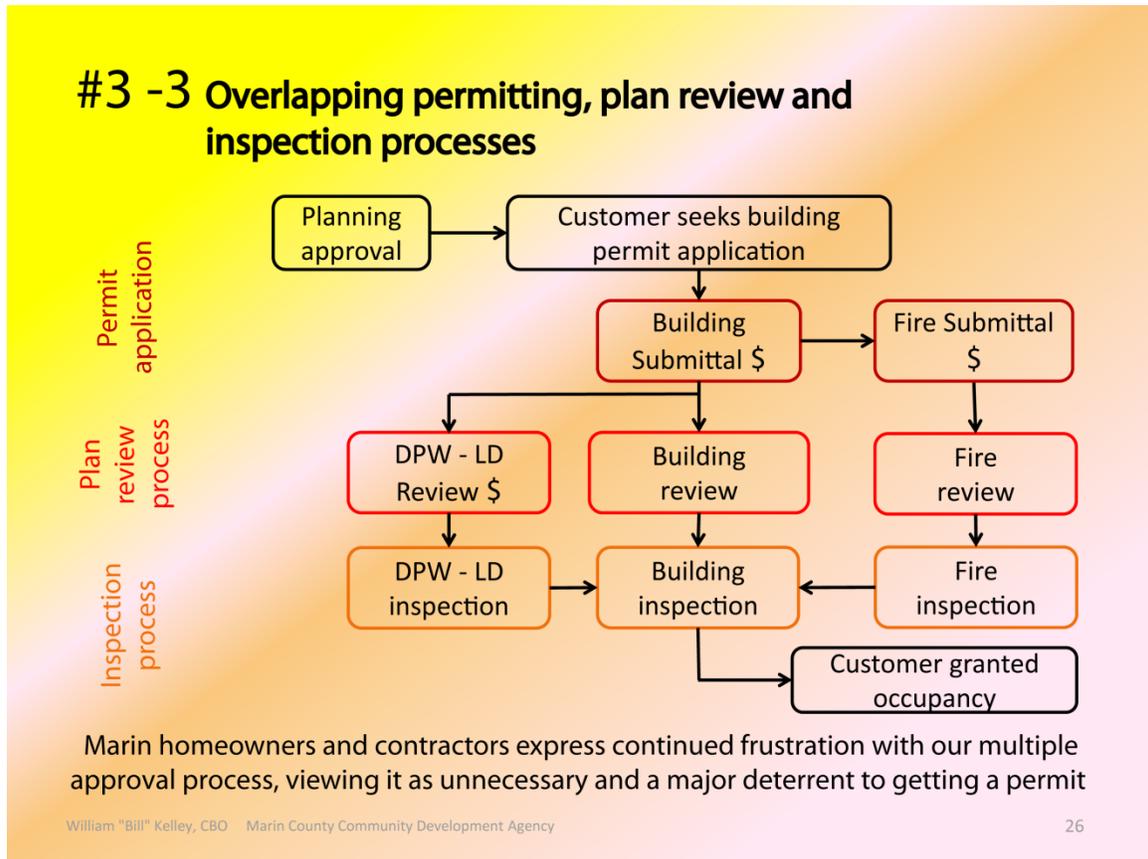
Where residents seek meaningful participation and enjoy unbiased equity in the improvement of their homes and property investment?

Whatever vision we might imagine, it will necessitate placing the needs and abilities of our customers foremost in our priorities

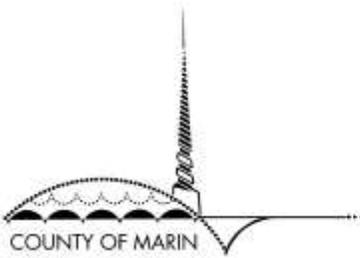
Marin County Community Development Agency Building Permitting Reform Initiatives 2012 – 2013

- 1. Expansion of voluntary 3rd Party plan review option to include a 3rd Party inspection option at the customer's request.** STATUS: IMPLEMENTED
This initiative enhances customer choice in building permit *processing and scheduling* by allowing customers to choose to have their plan review and/or inspections provided by qualified pre-approved private service providers. (See attached Third Party Services Package)
- 2. Express Permitting.** STATUS: IMPLEMENTED
This initiative enhances customer choice in building permit *processing and scheduling* by allowing customers to choose to have their plans reviewed and their permit issued while they wait, for certain types of smaller projects. (See attached Express Permitting Package)
- 3. Overtime Plan Review and Inspection.** STATUS: IMPLEMENTED
This initiative enhances customer choice in building permit *processing and scheduling* by allowing customers to request to have their plans reviewed and/or inspections provided outside of normal business hours. (NOTE: requires staff willing to volunteer for overtime hours with pay)
- 4. Electronic Inspection.** STATUS: PARTIALLY IMPLEMENTED
This initiative enhances customer choice in building permit *processing and scheduling* by allowing California licensed contractors to choose to have their inspections provided through remote viewing of photo-documentation that shows evidence of construction compliance with required codes and standards. (See attached E-Inspection EV Charging application)
- 5. Alternative Construction Compliance.** STATUS: PENDING BOS APPROVAL
This initiative enhances customer choice in building permit *compliance options* by allowing customers to choose more affordable compliance approaches when undertaking certain types of improvements. (See attached Synopsis of Alternative Construction Amendments)
- 6. Online Permits.** STATUS: IN-PROGRESS –operational goal is July 2013
This initiative enhances customer choice in building permit *processing and scheduling* by allowing customers to pull minor improvement permits for electrical, plumbing, mechanical, reroofing, exterior residing and stucco, as well as non-structural window and door replacements through an online self-help process without ever having to come to the Civic Center. (Hansen 8 municipal permit-tracking software by Infor)
- 7. Reexamination of local green building and road impact mitigation requirements.** STATUS: IN-PROGRESS
This initiative enhances the affordability of building permits by potentially reducing customer costs associated with achieving local green building ordinance compliance; and reexamination of permit activity subject to County road impact fees. (CDA and DPW collaborative effort)

Our current building permitting process is graphically provided here for convenience. (See slide 26, Permit Reform for the 21st Century)



Additional reform initiatives to our existing regulations and workflow are anticipated, with the goal of reducing complexity, redundancy and expense intrinsic to the (above) process. This ongoing effort is predicted to improve customer success through enhanced choice in compliance requirements and permit processes.



CONTRACTOR'S Residential EV CHARGING PERMIT APPLICATION
with Electronic Inspection CA Health and Safety Code Section 19825 V 6-27-12 5p2s

H:\2012 Permit Masters\6-27-12 E-Inspection EV Charging Application.doc

Permit # _____

Issued Date: _____

Charging level

Level 1 (120v)

Level 2 (240v)

Level 3 (480v)

Ventilation **not required**

Ventilation **required**

Meter configuration

Existing meter panel

New meter panel

New meter/existing panel

Mounting location of charger

Interior surface of interior wall

Interior surface of exterior wall

Exterior surface of exterior wall

Exterior isolated pedestal

How much is this project going to cost? TOTAL contract amount or dollar value of all work to be performed under this permit:

Project Location

Address of Project _____

City, State, Zip _____

Locality _____ Nearest Cross Street _____

Assessor Parcel Number _____ Number of Units _____

Property Owner Contact Information:

Property Owner Information _____ Telephone _____

Mailing Address _____

City, State, Zip _____ Email _____

#2 IDENTIFY WHO WILL PERFORM THE WORK, WORKERS' COMPENSTATION COVERAGE AND LENDING AGENCY

This permit is to be issued in the name of the Licensed Contractor as the permit holder of record who will be responsible and liable for the construction and all inspection requirements.

CALIFORNIA LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor Name: _____ Telephone Number _____

Mailing Address: _____

City, State, Zip: _____ Email Address: _____

License Class and No. _____ Contractor Signature _____

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury the following declarations:

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier _____ Policy No _____ Expiration Date _____

Name of Agent _____ Tel No _____

DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name and Address _____

#3 CONFIRMATIONS BY CONTRACTOR IN ACCEPTANCE OF THE TERMS AND RESPONSIBILITIES ASSUMED UNDER THIS PERMIT APPLICATION

I hereby affirm under penalty of perjury by my initials below, I certify to each of the following:

1. _____ I understand, as the California licensed contractor in whose name this permit may be issued and who will be performing the work authorized by this permit, that I am solely responsible and liable for the quality of work performed under this permit, and for knowing and complying with all applicable State laws, Marin County Code requirements and manufacturer's specifications; and I agree to fulfill these aforementioned responsibilities.

2. _____ I understand, as the California licensed contractor in whose name this permit may be issued, that I am solely responsible for satisfying all *Electronic* Inspection requirements and obtaining necessary Marin County approvals to finalize and close this permit.

3. _____ I understand and agree, as the permit applicant, that my application to this *Electronic* Inspection permit program is elective and purely voluntary, and that I have the option to choose a traditional site-inspection permit application for this proposed scope of work, but willingly choose to participate in this optional permit program. **I further agree to fully disclose the terms of this *Electronic* Inspection permit to the property owner indicated in this permit application.**

4. _____ I understand and agree that the *Electronic* Inspection permit issued as a result of this application, or any or all of the permissions granted to me under this permit, may be denied, voided or revoked by the County of Marin on the basis of incomplete or inaccurate information or my failure to demonstrate compliance with any of the specific requirements of this permit. I further understand and agree that approvals necessary to issue and finalize this application and permit are not guaranteed and are subject to review of information provided by me and my evidence of work performed in compliance with the requirements of this permit.

5. _____ In the event Marin County representatives desire to perform on-site inspection of work performed under this permit, I authorize representatives of the County to enter the above-identified property for inspection purposes pursuant to Section 19825(a) of the California Health and Safety Code as a condition of granting this permit.

6. _____ I understand failure on my part to observe or fulfill my obligations under this permit may result in disciplinary measures initiated by the California Contractors State License Board against my license.

7. _____ I recognize this construction permit application expires in 365 days if permit is not issued and I further understand that a construction permit issued as a result of this application will expire 365 days after issuance for failure to commence construction, or 2 years after issuance for failure to successfully finalize construction.

8. _____ I agree to save, indemnify and keep harmless the County of Marin against liabilities, judgments, costs and expenses which may in any way accrue against said County in consequence of the granting of this permit.

9. _____ I understand I must satisfy the following Marin County requirements in order for this permit to be issued and finalized:

1. Completed EV CHARGING PERMIT APPLICATION
2. Completed and submitted *ELECTRONIC* INSPECTION COMPLIANCE AND CERTIFICATION FORM and PHOTO/VIDEO EVIDENCE OF COMPLIANCE with applicable State laws, Marin County Code requirements and manufacturer's specifications.

I hereby affirm under penalty of perjury by my signature below, I have read, understood and agree to the requirements contained in this construction permit application and the information I have provided herein is correct.

California Licensed Contractor:

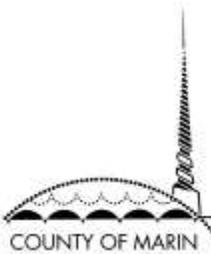
Signature _____ Date _____

Directions for using this *Electronic Inspection EV Charging Permit Program*

1. **Obtain permit** and *E-Inspection* Compliance and Certification Form from Marin County Community Development Agency – Building and Safety Division prior to starting work.
2. **Review the Code requirements** in the EV Charging Code Reference Guide that are applicable to your EV charging project prior to starting construction.
3. Using your smart phone, smart device or digital camera **photograph or video the existing panel** before any work has begun.
4. Using your *E-Inspection* Compliance and Certification Form as your guide:
 - a. **Perform each inspection** as soon as the corresponding work has been performed to ensure each applicable code and/or manufacturer’s requirement is satisfied.
 - b. **Photograph/video each inspection** you perform to establish clear evidence that each corresponding code and/or manufacturer’s requirement is satisfied. **Email each photograph/video to buildinginspection@marincounty.org as soon as you take it. CDA-Building & Safety will catalog each photo/video to your permit file.**
 - c. **Initial each inspection** on your *E-Inspection* Compliance and Certification Form to certify you performed the inspection and that the work performed complies with the applicable code and/or manufacturer’s requirement. *NOTE: Write NA in the initialing space for any inspection provision that is not applicable to your EV charging scope of work.*
 - d. **Sign the bottom** of your completed *E-Inspection* Compliance and Certification Form.
5. **Photograph/video the FRONT AND BACK** of your Permit and completed *E-Inspection* Compliance and Certification Form **and email to buildinginspection@marincounty.org**
6. **Photograph/video the finished panel** after all work is completed **and email to buildinginspection@marincounty.org**
7. **Each photograph/video email** must include your PERMIT NUMBER in the subject line of the email: *Example: PN 736550 E-Inspection. Your final email must include the word “Final” in the subject line: Example: PN 736550 E-Final.*

IMPORTANT!

- I. *E-Inspections* will be reviewed by County technical staff in the order in which they are received. Photographic/video inspection evidence that is incomplete and/or illegible will not be accepted as having satisfied our *E-Inspection* requirements. Participation in our *E-Inspection* program does not guarantee CDA – Building & Safety will approve your *E-Inspections* and finalize your permit. CDA – Building & Safety retains our authority to require corrections and/or perform on-site inspection as deemed necessary by us.
- II. You will be notified by return email regarding the status of your *E-Inspection* permit after your photographic/video inspection evidence has been reviewed.



v 8-7-12 6p2s

Express Permitting Application CA Health and Safety Code Section 19825

DATE: _____

PERMIT # _____

➔ **For the following limited residential improvements (check all that apply):**

- (11) County Standard Retaining Wall
- (23) Non-structural Interior Remodel
- (60-64) Rooftop PV or Solar Thermal
- (22) CA Residential Code Structural Interior Remodel

I hereby declare, by my initials below, and certify to each of the 8 following declarations:

1. _____ I declare the parcel for these proposed improvements is *NOT* in a Coastal Zone or Special Flood Hazard Area.³
2. _____ I declare the parcel for these proposed improvements is *NOT* served by an on-site sanitation system.
3. _____ I declare the parcel for these proposed improvements is *NOT* subject to a Planning permit.
4. _____ I declare there is *NOT* an active Code Enforcement violation associated with this parcel.

In order to qualify for Express Permitting, provide 3 copies of the following submittal documents:

For County Standard Retaining Wall (see Detailed Submittal Guide)

- Simplified Site Plan
- Marin County Standard Retaining Wall documentation

For Non-structural Interior Remodel (see Detailed Submittal Guide)

- Simplified Site Plan
- Simplified Floor Plan

For Rooftop PV or Solar Thermal (see Detailed Submittal Guide)

- Simplified Site Plan
- Simplified Elevation View
- Simplified Roof Layout Plan
- Manufacturer's schematic drawings and installation requirements

For CA Residential Code Structural Interior Remodel (see Detailed Submittal Guide)

- Simplified Site Plan
- Simplified Floor Plan
- Simplified Framing Plans, Section View and Detail Drawings as applicable
- CA Residential Code structural documentation

5. _____ I declare I have provided the above *required* submittal documents for this application.

The purpose of our voluntary Express Permitting program is to provide qualifying applicants with a reasonable degree of compliance assurance and the convenience of same-day permitting

How much is this project going to cost? TOTAL contract amount or dollar value of all work to be performed under this permit:

Project Location

Address of Project _____
City, State, Zip _____
Locality _____ Nearest Cross Street _____
Assessor Parcel Number _____ Number of Units _____

Property Owner Contact Information:

Property Owner Information _____ Telephone _____
Mailing Address _____
City, State, Zip _____ Email _____

Project Applicant Contact Information:

Individual in charge of project _____ Telephone _____
Address _____
City, State, Zip _____ Email _____

IDENTIFY WHO WILL PERFORM THE WORK (Complete *either a or b*)

This permit is to be issued in the name of the () Licensed Contractor or () the Property Owner as the permit holder of record who will be responsible and liable for the construction. (check one)

a – CALIFORNIA LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor Name: _____ Telephone Number _____

Mailing Address: _____

City, State, Zip: _____ Email Address: _____

License Class and No. _____ Contractor Signature _____

b – OWNER-BUILDER’S DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors’ State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors’ State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors’ State License Law does not apply to an owner of property who, through employees’ or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors’ State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors’ State License Law.)

I am exempt from licensure under the Contractors’ State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Property Owner or Authorized Agent signature _____ Date _____

IDENTIFY WORKERS’ COMPENSTATION COVERAGE AND LENDING AGENCY

WARNING: FAILURE TO SECURE WORKERS’ COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY’S FEES.

WORKERS’ COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers’ compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy No. _____

I have and will maintain workers’ compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers’ compensation insurance carrier and policy number are:

Carrier _____ Policy No _____ Expiration Date _____

Name of Agent _____ Tel No _____

() I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name and Address _____

DECLARATION BY CONSTRUCTION PERMIT APPLICANT

By my signature below, I certify to each of the following:

I am () a California licensed contractor or () the property owner* or () authorized to act on the property owner's behalf.**

- I have read this CONSTRUCTION PERMIT APPLICATION and the information I have provided is correct.
- I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
- I authorize representatives of this city or county to enter the above-identified property for inspection purposes.
- I recognize this CONSTRUCTION PERMIT APPLICATION expires in 365 days if permit is not issued.
- I agree to save, indemnify and keep harmless the County of Marin against liabilities, judgments, costs and expenses which may in any way accrue against said County in consequence of the granting of this permit.

California Licensed Contractor, Property Owner* or Authorized Agent**: **requires separate verification form*
***requires separate authorization form*

Signature _____ Date _____

Applicant's Acknowledgement of Risk

6._____ I understand and agree, as the permit applicant, that my application to this *Express* Permitting program is elective and purely voluntary, and that I have the option to choose a traditional permit application process for this proposed scope of work, but willingly choose to participate in this optional *Express* Permitting program.

7._____ I understand and agree that the *Express* permit issued as a result of this application, or any or all of the permissions granted to me under this permit, may be denied, voided or revoked by the County of Marin on the basis of incomplete or inaccurate information or my failure to demonstrate compliance with any of the specific requirements of this permit. I further understand and agree that approvals necessary to issue and finalize this application and permit are not guaranteed and are subject to review of information provided by me and my evidence of work performed in compliance with the requirements of this permit.

8._____ I agree to save, indemnify and keep harmless the County of Marin against liabilities, judgments, costs and expenses which may in any way accrue against said County in consequence of the granting of this permit.

Detailed Submittal Guide

County Standard Retaining Wall

Simplified Site Plan requirements

1. show property lines, easements, natural watercourses and/or existing drainage features
2. show location of existing buildings and minimum required on-site parking spaces
3. indicate location of proposed retaining wall and distance to nearest property lines
4. label the exposed face of retaining wall and finished slope of retained grade
5. indicate maximum height from top of wall to finished grade, and from finished grade to bottom of wall

Marin County Standard Retaining Wall documentation requirements

1. provide copy of Uniform Retaining Wall Standard A, B, C or Soldier Pile Wall (attached), as applicable

Non-structural Interior Remodel *(Subject to the limitations of Footnotes 1 and 2, below)*

Simplified Site Plan requirements

1. show property lines and easements
2. show location of existing building

Simplified Floor Plan requirements

1. show layout and size in square feet of existing building
2. delineate area of remodel and type of each remodel activity

Rooftop PV or Solar Thermal

Simplified Site Plan requirements

1. show property lines and easements
2. show location of existing building

Simplified Elevation View requirements

1. indicate maximum height above ground and roof plane of proposed installation
2. include a structural cross-section detail of roof construction, with simple calculations establishing roof's ability to support the additional weight of the PV or Thermal installation

Simplified Roof Layout Plan requirements

1. indicate ridge, valley, eave and hip rooflines
2. show panel locations, equipment, disconnects and electrical equipment
3. indicate required clearance from panel edges to rooflines
4. show 3-line schematic electrical layout from array to meter (as applicable)
5. indicate type of current (AC/DC), as well as wire type and size for each conductor (as applicable)
6. provide voltage calculations, line-loss calculations and summaries for electrical conductors (as applicable)
7. show conduit, equipment, ground-path and method (as applicable)
8. locate all required signage
9. provide piping layout showing valves and plumbing features (as applicable)

Manufacturer's schematic drawings and installation requirements

1. provide manufacturer's detail sheets for panels, supporting racks and mounting hardware
2. include detail sheets for inverters, junction boxes, disconnects and grounding equipment
3. indicate and provide the text for warning signs, operating current signs and equipment labels

CA Residential Code Structural Interior Remodel *(Subject to the limitations of Footnotes 1 and 2, below)*

Simplified Site Plan requirements

1. show property lines and easements
2. show location of existing building

Simplified Floor Plan requirements

1. show layout and size in square feet of existing building
2. delineate area of remodel and type of each remodel activity

Simplified Framing Plan(s), Section View and Detail drawing requirements (as applicable)

1. provide complete load path drawings
2. provide details for each structural connection
3. provide orthographic layout plan(s) for all horizontal structural members
4. provide elevation section view(s) for all vertical structural members

CA Residential Code structural documentation requirements

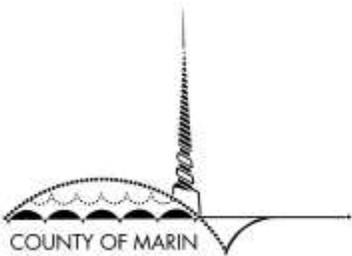
1. provide copy of each structural table used, with appropriate tabular value indicated

Footnotes:

1. SUBSTANTIAL REMODELS EXCLUSION –Projects that would affect an aggregate floor area exceeding 50% of the floor area of the structure within any 36 month period are not approvable under the Express Permitting program. Floor area affected by permit activity within the prior 36 months of the date of the latest permit application shall be calculated to determine aggregate floor area affected. Section 19.04.063 MCC.

2. SUBSTANTIAL IMPROVEMENTS EXCLUSION –Improvements to a structure, the cost of which equals or exceeds 50% of the market value of the structure before such improvements are proposed are not approvable under the Express Permitting program if such improvements are subject to Marin County floodplain management regulations, Chapter 23.09 MCC.

3. (60 – 64) ROOFTOP PV or SOLAR THERMAL is permissible on parcels within a Coastal Zone or Special Flood Hazard Area under the Express Permitting program.



COMMUNITY DEVELOPMENT AGENCY
BUILDING AND SAFETY DIVISION

THIRD PARTY SERVICES APPLICATION V 8-7-12 2P2S

APN #: _____ Date of request: _____ **Approved by:** _____

Third Party Services is a private service option CDA-Building & Safety allows that may be used by a permit applicant seeking swifter service than our normal plan review and/or inspection process can accommodate. **Once Planning has approved your permit application, Third Party Services must be pre-approved by the Building Official.** Additional fees and coordination will be required between the permit applicant and the third party service provider. Smaller projects may not realize a time savings when choosing this option.

Building address: _____ Type of construction: _____

Scope of permit: _____ Type of occupancy: _____

I wish to contract with the following private *plan reviewer*:

I wish to contract with the following private *inspector*:

Permit applicant (print): _____ Telephone: _____

Email address: _____

By initialing and signing the following, the permit applicant understands and agrees to each of the following:

_____ I understand other County Agency approvals and/or inspections may still be required.

_____ I understand 2 sets of plans/documents with Planning approval are required by a private plan review agency. When private plan check is completed, return two sets of approved stamped plans/documents with Planning approval from the private plan reviewer to the Building Permit Counter for final review and processing prior to permit issuance. The processing may take two to five working days.

_____ I understand and agree the County's fees may not be waived or reduced because of my election to seek third party services for this permit application. I understand I will also compensate the private plan reviewer and/or private inspector for their service directly.

_____ I understand substantial changes, or deferred submittals, after issuance of the building permit, shall be reviewed by the same private plan reviewer, paid for directly by the permit applicant and may require additional County approvals.

_____ I understand and agree this application is elective and purely voluntary, and by willingly choosing to participate in this alternative plan review and/or inspection option I agree to save, indemnify and keep harmless the County of Marin against liabilities, judgments, costs and expenses which may in any way accrue against said County in consequence of granting this application.

By my signature below, I affirm I have read, understood and agree to the provisions of this application:

Permit applicant signature: _____ Date: _____

Instructions for using this *Third Party Services Application* option

General instructions:

1. Review our list of approved private plan review and/or inspection service providers on our *Approved Third Party Service Providers* list included with this form.
2. Complete, initial and sign our *Third Party Services Application* form on the other side of this page and submit with your building permit application for review and approval.
3. Once approved by the Building Official, follow the instructions (below) applicable to your permit.

Instructions for using private PLAN REVIEW services:

1. Coordinate with your third party plan review service provider directly to provide them the necessary documents and payment for their plan review services.
2. It is the third party plan review service provider's responsibility to understand and comply with all laws, regulations, ordinances and policies applicable to each plan review provided for projects within unincorporated Marin County.
3. Third party plan review service providers shall keep CDA-Building & Safety informed of all pertinent review and approval communication by emailing to buildinginspection@marincounty.org and including the words "**PLAN REVIEW FOR (project address)**" in the subject line of the email.
4. It is the permit applicant's responsibility to transmit all documents, stamped and approved by the private plan review service provider to CDA-Building & Safety for further processing and/or County review.

Instructions for using private INSPECTION services:

1. Coordinate with your third party inspection service provider directly to provide them the necessary documents and payment for their inspection services.
2. It is the third party inspection service provider's responsibility to understand and comply with all laws, regulations, ordinances and policies applicable to each type of inspection provided for projects within unincorporated Marin County.
3. Third party inspection service providers shall keep CDA-Building & Safety informed of all pertinent inspection and approval communication by emailing to buildinginspection@marincounty.org and including the words "**INSPECTION FOR (permit number(s))**" in the subject line of the email.
4. It is the permit applicant's responsibility schedule inspections directly with the private inspection service provider and to transmit any documents, required by the private inspection service provider, or the County, to CDA-Building & Safety for further processing and/or County archiving.
5. Upon review and acceptance of each third party inspection report, CDA-Building & Safety staff will log the inspection and inspection results into the County permit tracking software for permanent record keeping.

APPROVED THIRD PARTY SERVICE PROVIDERS

This list is intended for use with the form *Third Party Services Application*. Our normal permit fees collected by the Building & Safety Division may still be collected. This third party option is additional and is intended to be available on an 'as-approved' basis as determined by the Building Official. The permit applicant is expected to contact and coordinate with the third party service provider directly regarding transmittal of plans, corrections, scheduling inspections, etc.

The following is a list of third party service providers which have already been approved by the Building & Safety Division. Other service providers may be used upon approval of qualifications by the Building Official:

Plan Review & Inspection	Bureau Veritas 180 Promenade Circle, Suite 150 Sacramento, CA 95834	Phone: (925) 468-7400 Fax: (925) 468-7413
Plan Review & Inspection	Seabrook & Associates 1550 Airport Blvd. Suite 202 Santa Rosa, CA 95403	Phone: (707) 544-9500 Fax: (707) 544-9502
Plan Review & Inspection	Setterland and Associates 7895 Washington Avenue Sebastopol, CA 95472	Phone: (707) 829-3800 Fax: (707) 829-3854
Plan Review & Inspection	TRB & Associates, Inc. 3180 Crow Canyon Place, Suite 216 San Ramon, CA 94583	Phone: (925) 866-2633 Fax: (925) 790-0111
Plan Review & Inspection	Interwest Consulting Group 6280 Las Positas Blvd, Suite 220 Pleasanton, CA 94588	Phone: (925) 462-1114 Fax: (925) 462-1115
Plan Review & Inspection	Sally Swanson Architects, Inc. 220 Sansome Street, Suite 1100 San Francisco, CA 94104	Phone: (415) 445-3045 Fax: (415) 445-3055
Plan Review & Inspection	CSG Consultants Inc. 1257 Quarry Lane, Suite 100 Pleasanton, CA 9456	Phone (925) 931-0370 Fax (925) 931-0388
Plan Review	CodeSource CODEGREEN 7064 Corline Ct., Suite D Sebastopol, CA 95472	Phone (707) 823-8489 Fax (707) 823-8489