



MARIN COUNTY COMMUNITY DEVELOPMENT AGENCY

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BUILDING AND SAFETY DIVISION

Please familiarize yourself with the following general information regarding the building permit process.

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 4 for exempted work)

COUNTY CODES

The County of Marin, by Ordinance No. 3549 has adopted the following codes:

- 2010 California Building Code incorporating the 2009 International Building Code
- 2010 California Residential Code incorporating the 2009 International Residential Code
- 2010 California Electrical Code incorporating the 2008 National Electrical Code
- 2010 California Mechanical Code incorporating the 2009 Uniform Mechanical Code
- 2010 California Plumbing Code incorporating the 2009 Uniform Plumbing Code
- 2010 California Energy Code
- 2010 California Historical Building Code
- 2010 California Existing Building Code
- 2010 California Green Building Standards Code
- 2010 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 two complete sets of documents. 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. An additional (3rd) set of the plans will be required for the assessor prior to permit issuance.

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 must 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. Processing fees are collected at the time of submittal. Processing 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 is equal to the Building Permit fee.
2. Issuance fees include Building, Electrical, Mechanical, and Plumbing Permit fees, and a State Fee. Other fees may include a Planning Division Surcharge on new structures, Site and Encroachment Permit 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 Building Inspection Division.
2. Permit documents are routed to the Planning Division (The Planning Division must 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) or the Department of Public Works (projects not on septic systems). 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 (CAC Section 53080).
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 shall resubmit plans and pay new processing 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. The following is a partial list of fire districts in the county:

Bolinas	868-1566	Novato.....	878-2690
Inverness.....	669-7151	Ross Valley.....	258-4686
Kentfield	453-7464	San Rafael.....	385-3308
Larkspur	927-5110	Sleepy Hollow.....	454-2923
Marin County.....	499-6566	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

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. Please contact Planning, Environmental Health Services and Land Development Divisions prior to commencing any building permit exempt work.

A Building Permit shall not be required for the following (CBC Appendix Ch.1 Section 105.2):

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 499-6269 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 not over 6 feet high.
3. Oil derricks.
4. 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 or impounding Class I, II or IIIA liquids.
5. 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 2:1.
6. 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.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. 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.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems. *(This does not include shade structure type carports.)*
11. 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.)*
12. 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.
13. Nonfixed 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 499-6560. 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 require 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 Marshall. A “*CLOSE-IN HOLD*” by any division means that Building Inspection will not inspect the framing (Close-in) 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 Friday. Permits can not be processed (applied for or issued) after 3:30pm.

PHONE NUMBERS

Building & Safety Division	(415) 499-6550
Planning Division	(415) 499-6269
Environmental Health Services	(415) 499-6907
Land Development Division, DPW	(415) 499-6549
California State Contractors License Board	(800) 321-2752 recorded information