



# Town of Tiburon – Building Division

1505 Tiburon Boulevard, Tiburon, CA 94920, Office: 415-435-7380

Email: [Building@townoftiburon.org](mailto:Building@townoftiburon.org)

## MINIMUM PLAN SUBMITTAL REQUIREMENTS

Construction documents shall be drawn upon suitable material and of sufficient clarity to indicate the location, nature and extent of work proposed and show in detail that it will conform to the provisions of this code, and relevant laws, ordinances, rules, and regulations, in accordance with the provisions of 2022 California Residential Code (CRC) Section R106.1.1. **Submit one electronic set of plans that include the following by email at: [building@townoftiburon.org](mailto:building@townoftiburon.org). Address, scope of work, and signature of plan preparer must be on the plan set.**

Manufacturer’s installation instructions, as required by this code, shall be available on the job site at time of inspection, in accordance with the provisions of CRC Section R106.1.2. Manufacturer installation instructions must be provided for plan review of certain systems, components, assemblies, and anchorages, as required by the plan reviewer.

The provisions of this code are not intended to prevent the installation of any material or to prohibit any design or method provided that any such alternative has been approved in accordance with the provisions of 2022 CRC R104.11. Evaluation reports such as ICC-ES reports must be provided for plan review for verification of any requirements that may be in addition to manufacturer’s installation instructions.

Building permit submittals may require additional review from the Planning Division, Department of Public Works, Fire Districts (Tiburon Fire, Southern Marin Fire), Sanitary Districts (Sanitary No. 5, Sanitary No. 2, Richardson Bay Sanitation), and additional agencies.

For any questions about plan review, you may can contact the Building Division at [415-435-7380](tel:415-435-7380) or by email at [building@townoftiburon.org](mailto:building@townoftiburon.org).

### **Building Services will not accept an application for a residential building permit unless the minimum criteria listed below are met:**

•	Building permit application
•	Plans must be legible and on a minimum 11 x 17-inch paper scale. Site address and scope of work (detailed project description) are required on all plans submitted
•	Basic site/floor plan showing the location of work
•	Name and signature of the plan preparer. If prepared by a licensed architect or engineering the plan sheets must contain their stamp, signature, license number with current expiration date
•	Room dimensions shown on plans of area to be remodeled, total square footage of area to be remodeled, if applicable.
•	Note if there is an existing fire sprinkler system (yes or no)
•	Manufacturer’s installation instructions
•	Evaluation reports such as ICC-ES reports must be provided for plan review for verification of any requirements that may be in addition to manufacturer’s installation instructions
•	Submittals for new or replaced windows/doors will require to show dimension and operation of windows and doors including square footage, light, and ventilation. Show minimum emergency escape and rescue openings at bedrooms.