

## COMMON PERMITS

Below is a list of commonly-required permits associated with commercial uses and/or commercial buildings in the Town of Tiburon:

- Conditional Use Permit (for changes in use, expansions, additions, etc)
- Design Review (for exterior alterations to a building)
- Building Permit (for interior or exterior changes to a building)
- Sign Permit (new or altered signs)
- Business License (for any new business)
- Encroachment Permit (for any work in the street or sidewalk or on Town-held property or easements)

Please refer to the Quick Reference Table on the reverse side of this Permit Guide for more information.

## TYPES OF IMPROVEMENTS

The Town of Tiburon requires permits for the following:

**Signs.** A sign permit is required from the Planning Division before any permanent sign is put up or altered for a business. Certain temporary signs may be installed for a limited time without a permit.

**New Uses.** A conditional use permit may be required from the Town any time a

commercial use changes (e.g., office to retail use, retail to restaurant use). A business license must be obtained and renewed annually for all businesses.

**Exterior Improvements.** Most exterior changes to a building (including changes in the siding, roofing, windows, exterior lighting, awnings, etc.) must first receive Design Review approval. Building permits are also required.

**Interior Improvements.** Most work on the interior of a building (including wall changes and most electrical and plumbing work) also requires a building permit.

**Street Right-of-Way Work.** Any work or placement of objects on a public sidewalk, street or other right-of-way requires an encroachment permit from the Public Works Department.

## OTHER TIPS

All restaurants and food-preparation establishments require permits from the County of Marin Environmental Health Department (415) 473-6907.

Any work or improvements within 100 feet of the San Francisco Bay Shoreline requires permits from the Bay Conservation and Development Commission (BCDC) (415) 352-3600.

**Consult your lease** before planning any improvements. It may contain provisions that require prior owner approval, or have other implications for your project.

## TOWN OF TIBURON



## PERMIT GUIDE FOR BUSINESSES

The Town of Tiburon values its two commercial areas: the attractive and charming Downtown Tiburon; and the convenient, neighborhood-oriented Cove Shopping Center.

Like most cities, the Town of Tiburon has established a variety of permit procedures that affect buildings and businesses within these two commercial areas.

This Permit Guide is intended to provide general permit information to building and/or business owners in Tiburon's commercial areas concerning the types of Town permits that are commonly required.

## QUICK REFERENCE TABLE

The following is a quick reference table for Town of Tiburon permits that may be required in association with commercial business and/or typical commercial building tenant improvements. This table is intended for reference purposes only, and may not list all required permits. For further information, please call the Town of Tiburon at (415) 435-7373 or visit our website [www.townoftiburon.org](http://www.townoftiburon.org).

TYPE OF IMPROVEMENT	TYPE OF PERMITS REQUIRED	TOWN DOCUMENTS TO REFERENCE	RESPONSIBLE DEPARTMENT(S)*	APPROXIMATE FEES**	PUBLIC HEARING REQUIRED?
New Sign or Sign Alteration	<b>Sign Permit</b> (Building Permit for structural or electrical elements may also be required.)	Sign Ordinance (Title IV, Chapter 16A of the Tiburon Municipal Code); Downtown Design Handbook	Planning Division	\$90 (Staff-level) \$125 (Minor Exception) \$300 (Major Exception)	Some signs must be referred to the Design Review Board (e.g. a Major Exception)
New Business, New Use, Change of Use, Addition or Expansion	<b>Conditional Use Permit</b> (use-for-use changes with no intensification of use are exempt)	Conditional Use Permit and Commercial Zone sections 16-52.040 and 16-22 of Title IV, Chapter 16 of the Municipal Code; General Plan Downtown Element	Planning Division	Conditional Use Permit - \$1,540 (Minor CUP deposit) \$6,760 (Major CUP deposit) Note: The separate Design Review fee for a New Building is \$2,825	Yes; required by state law if a Conditional Use Permit is needed
	<b>Business License</b>	Business License handout; Title II, Chapter 4 of the Municipal Code	Administrative Services Department	Business License - Cost is based on gross receipts	No
Exterior of Building Improvements (other than Signs)	<b>Design Review</b>	Design Review (Title IV, Chapter 16, Section 16-52.020 of the Municipal Code); Downtown Design Handbook; Historic Building Inventory	Planning Division	Design Review - Ranges from \$255 to \$1,325 depending on the size of the project	Maybe; based on project size, location, and building history
Interior of Building Improvements only	<b>Building Permit</b>	Building Code (Title IV, Chapter 13 of the Municipal Code)	Building Division	Building Permit - Based on valuation of project	No
Public Street, Public Sidewalk, or Public Right-of-Way Work	<b>Encroachment Permit</b>	Encroachments (Title V, Chapter 19 of the Municipal Code); Downtown Design Handbook and Site Furnishings Supplement	Public Works Department	\$110 processing fee and \$180 inspection fee	No

\* Department contact information: Community Development Department Planning Division (415) 435-7390; Community Development Department Building Division (415) 435-7380; Administrative Services Department (415) 435-7373; Public Works Department (415) 435-7354

\*\*Permit fees based on fee schedules in effect as of June 2016. Fees subject to change according to fee schedule amendments. Revised 6/2016