

Construction Time Limit (CTL) and penalties (See Construction Time Limit Ordinance information on Pages 21-26.)

Every building permit which is subject to a design review is assigned a date at which time all work must be complete and approved by the City. The time varies between 6 and 18 months, based on the project valuation. If a project is not completed by that date the owner may be fined up to \$1000 per day, to a maximum of \$200,000, by the City Council.

The CTL “clock” begins on the day that the permit is issued. If construction does not immediately start after the building permit is issued, and the property owner wishes CTL credit for those non-working days, it is their responsibility to notify the Building Official in writing, noting the anticipated start date. For verification purposes the notification must be received in advance of the anticipated project start date. Credit days will not be issued after construction has commenced.

For construction projects which previously had not been assigned a CTL, when design review is required in mid-project, a permit is issued to memorialize the new work and the inception of the required CTL. The assigned CTL beginning date is the date of the first permit issued for the project. However, the length of CTL time assigned to the project is based on the valuation of the new permit only. The entire project is to be completed by the assigned CTL date.

The construction time limit for a project may be extended administratively, based on increased valuation and unusual obstacles such as site topography, site access, geologic or neighborhood issues, during the project if the original time assigned to the project is less than 18-months. An administrative hearing committee will consider the request for time extension after an application and payment of a \$1000 fee is received. An extension beyond 18-months may only be granted by the Planning Commission and only when work has not yet commenced.

A Staging, Parking and Material Delivery Plan approved by the City Manager is a condition of most building permits issued. Failure to abide by the plan may result in a stop work order and/or the permit being revoked. Note, no more than three construction related vehicles, per project, are allowed to park on City streets. (See Page 8 and Appendix A.) Workers are encouraged to carpool from off site locations such as transit centers, parking lots or other such areas. Construction related vehicles include worker vehicles, sub-contractors vehicles, delivery vehicles and equipment vehicles.

Project schedules are required as a Planning condition of approval for most projects, prior to permit issuance. When required, project schedules must be updated every month with the Building Official after the permit has been issued. Failure to provide detailed project schedules and updates could result in a project delay.

The job superintendent must be on site at all times during construction activity, whether by the contractor or a subcontractor. Failure to have supervision on site may result in a stop work order.

Smoke detectors cannot be part of an alarm system. Smoke detectors must be independently wired and separate from any other alarm system. Any questions regarding this policy should be addressed to Fire Marshall Ron Barney at 435-7200.

Fire sprinkler systems, for unprotected residences, are required if construction involves greater than 50% of the floor area. If this requirement is not mandated during the permit plan review process because of the extent of construction shown on the plans, it will be required if the project parameters expand to greater than 50% during construction. The requirement for fire sprinklers may only be waived by the Tiburon Fire District.

Business licenses are required for all contractors and sub-contractors.

Sewer backwater valve is required on all sewer laterals on all residences.

Sewer connections are to be approved by Sanitary District 5 as the District regulates all sewer mains, while the City regulates the sewer lateral from the house to the main line. The District also requires a fee for increased sewer fixture units (when additional fixtures are added to a residence.)

Foundations and building setbacks are to be verified in writing as complying with the approved plans by a licensed land surveyor, prior to the Building Department's foundation inspection. This does not apply to interior foundations or foundations which are not relevant to a setback requirement.

Building height for additions, new structures and reconstructed roofs are to be verified in writing as complying with the approved plans by a licensed land surveyor at the completion of the roof framing and sheathing.

Exterior changes, other than what has been approved by the Planning Department are not allowed. Violations of this requirement commonly result in a Stop Work Order. If you anticipate any changes to your project that will affect any portion of the exterior of your project, including landscaping or tree removal, contact a Planning Department representative prior to commencing the work. Retroactive applications for approval are subject to fines.

Demolition is narrowly defined in Belvedere and the unapproved elimination of any portion of a building, even if structurally justified, commonly results in a Stop Work Order and significant project delay.

New roofs or roofing material must be Class A material or Class A assembly, including re-roofs which consist of greater than 50% of the roof area.

Roof drains which are associated with new buildings, including additions and new roof structures greater than 200 sq. ft. must terminate at a street, the Belvedere Lagoon or the Bay. The roof drain water system must be contained in a buried tight line and terminate an approved dissipater. The City Engineer must approve all drainage systems and the Public Works Superintendent must approve the location and type of drain system terminator.

Erosion control is required on a year around basis for applicable projects and construction activity.

Plumbing, electrical and mechanical permits, or other permits not subject to design review, expire within 180-days as measured from the last recorded inspection.

Depositing of paint, paint thinner, cement residue, sand or other foreign substances in City streets or storm drains is strictly prohibited. Violations can result in a Stop Work Order and/or a criminal citation.

Penalties for violating City ordinances can be significant. It should also be noted that the Construction Time Limit assigned to a project is not credited for any project delays resulting from a lack of design review approval for aspects of the work, or if a Stop Work Order has been issued.