*CITY OF BELVEDERE*

Building Department

# ***Construction Project Regulation Information***

***Project Address:***

# *City Staff and Contact Phone Numbers*

City Hall is located at 450 San Rafael Avenue, Belvedere, California 94920.
Website: www.cityofbelvedere.org
Office hours are Monday through Thursday 8:00 a.m. - Noon and 1:00 p.m. – 3:00 p.m.

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| | |
|---|---|
| **City Hall OfficesTel.** | **(415) 435-3838** |
| | **Fax: (415) 435-0430** |
| **Building Inspection Scheduling** | **(415) 435-8915** |
| **Police (Non-Emergency)** | **(415) 435-3266** |
| **Fire Dept. (Non-Emergency)** | **(415) 435-7200** |

## CITY STAFF

| | | |
|---|---|---|
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| Nancy Miller | Permit Technician | nmiller@cityofbelvedere.org |
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| Genaro Muniz | Building Inspector | gmuniz@cityofbelvedere.org |
| Beth Haener | City Clerk | bhaener@cityofbelvedere.org |
| Christina Cook | Office Coordinator | ccook@cityofbelvedere.org |
| Michael Lantier | Fire Inspector (Tiburon Fire Protection District) | mlantier@tiburonfire.org |

## OUTSIDE AGENCY PHONE NUMBERS

| | |
|---|---|
| Marin Municipal Water District | (415) 945-1455 |
| Pacific Gas and Electric Construction Office | (415) 257-3431 |
| Sanitary District No. 5 | (415) 435-1501 |
| Mill Valley Refuse Service | (415) 924-1868 |
| Tiburon Fire Protection District | (415) 435-7200 |
| AT&T Telephone | (800) 310-2355 |
| Comcast Cable Service | (800) 945-2288 |
| Underground Service Alert (USA) | (800) 227-2600 |
| Belvedere Lagoon Property Owners Assoc. | (415) 435-0285 |
| Tiburon Police Department | (415) 789-2800 |

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Received By:_____ Date: _____

Print Name:_____

# *Project Regulation Information*

Construction activity and exterior changes to a property are closely regulated in Belvedere. The regulations include the days and time periods in which construction can occur, the number of construction vehicles parked on City streets, the extent of demolition, including exterior changes, and a specific time period for the completion of the project. This booklet is meant to provide the contractor and property owner with general information regarding Belvedere construction regulations as well as specific regulatory information pertaining to their own project.

For those wishing more extensive information regarding construction regulation in Belvedere it is recommended that the City publication, "A Guide To Planning and Building Permit Processing and Construction Requirements" be consulted. The Guide is available for free on the City's website at ***http://www.cityofbelvedere.org/DocumentView.aspx?DID=100*** or at City Hall.

This booklet, as well as the Planning and Building Guide described above, provide cursory information and are not meant to represent all laws or requirements of the City. Property owners, design professionals and contractors wishing detailed design review, zoning or construction regulation information should consult the Belvedere Municipal Code or speak with the Planning or Building staff directly. Copies of the Municipal Code are available for review at City Hall or may be found on the City's website at: http://www.cityofbelvedere.org/index.aspx?NID=92

If you have questions regarding your project, feel free to contact the appropriate staff member at City Hall. As part of our mission and goals Belvedere's Planning and Building Department staff wishes to provide a high level of professional service and efficiency to the public, always encouraging inquiries and personal contact.

# *Pre-Construction Meeting Agenda*

**Police Department**

- Construction hours and days
- Jobsite security, including alarms for job boxes
- Jobsite and worker parking and discussion of penalties for violation (Building Inspector administrative notice for exceeding number of approved job related vehicles parked on City streets)
- Traffic control plan, when required

**Tiburon Fire District (TFD)**

Fire sprinkler requirements:

- When Required—new structures and 50% ruling
- Fire alarms cannot substitute for smoke detectors
- Two hour hydraulic pressure test
- NFPA-13 revisions resulting in possible larger water supply (meter)
- Final conditions of approval consist of all life/safety features (smoke detectors, fire sprinkler system and exiting components)

**Planning Department**

- Conditions of Approval, including extent of demolition
- Number of design review considerations for the project
- Demolition beyond what has been approved and what constitutes demolition
- Building vertical components, such as roof lines, may be required to be surveyed for compliance with height approvals during construction
- Building and site condition relative to gaining final project approval from Planning Dept.
- Project delays, stop work orders, and penalties for exceeding scope of Planning Dept. approvals.
- Fire safe landscaping plantings and ground cover may be required
- 90-day project extension for landscaping purposes requires a 1% deposit prior to permit issuance.

**Public Works Department**

- Road closures and required signage
- Encroachment permits and inspections, including:
  - Location of job site trailers
  - Debris boxes
  - Materials storage and unloading, concrete trucks and pumpers
- Traffic Control, including trained flaggers, when required:

**Building Department**

- Building Inspector will discuss inspections, code requirements, parking, etc…
- Debris box service from Mill Valley Refuse Service only, due to franchise agreement.

- Neighborhood outreach
- City of Belvedere CTL Ordinance and Project Time for Completion
  - When the time limit “clock” begins (at time of permit issuance)
  - Notify City in writing if not starting when the permit issued and prior to commence of work
  - Administrative process for extending CTL if increased valuation, but originally less than 18 months.
  - For 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 CTL. The assigned CTL beginning date is the date of the first permit issuance but the length of time now assigned to the project is based on the valuation of the new permit only.
- All contractors, general or sub, must have a City Business License
- FEMA elevation requirements
- Working parking and administrative notice for exceeding allotted parking
- Demolition and dust control, when required
  - BAAQD approval, including J number
  - Job site fencing and green nursery cloth the full length of the street frontage
- Projects which involve a full demolition, or substantial construction involving significant demolition, require a chain-link fence at the street frontage, including green nursery cloth.
- Building location, relative to property lines and setbacks require surveyor’s verification

- Special inspection and structural observation reports
  - Reports to be received after each inspection, plus a final letter of approval
  - Structural observation to be performed by engineer before City inspection
- A job site supervisor required to be present at all times during construction activity
- Waste Management Tags
- Emergency phone numbers, preferably two, are to be provided prior to construction
- Grading inspections
- Wet weather limitations; when required, stormwater and erosion control measures should be in place and maintained year-round.
- Erosion Control (NPDES requirements)
- TFD fire sprinkler approval prior to framing inspection
- How to submit construction revisions
- Building permit is valid for 180 days from permit issuance date. Each inspection will “reset” the calendar. This has no association with the CTL date.
- Final approval and certificate of occupancy based on:
  - Approval required by TFD

- Approval required by Marin County Sanitary District 5
- Planning approval will be after the Building Department's approval
- Return of construction damage deposit and re-valuation of project costs

# *General Construction Guidelines*

- **Inspections** are conducted Monday through Thursday starting at 8:00 a.m. To arrange a building inspection during business hours, call 415-435-8915 to make the request. During non-business hours call the same number, press 1 during the menu offering and leave a message on the answering machine. Inspection requests will be honored until 11:59 p.m. the day before the inspection. Inspections called in after 11:59 p.m. will be scheduled for the next inspection day. If you leave a phone number where you can be reached the day of the inspection the inspector will call around 8 a.m. to give you a two-hour inspection window. Do not ask the building inspector to arrange for an inspection for you.

- **Construction hours** are limited to 8 a.m. to 5 p.m. Monday through Friday only. This includes the warmup of equipment and delivery of materials. Work is also prohibited on City-observed holidays, which are: New Year's Day Jan.1, MLK Day 3rd Mon. in Jan.; Presidents' Day 3rd Mon. in Feb., Memorial Day last Mon. in May, 4th of July, Labor Day 1st Mon. in Sept., Veteran's Day on November 11, Thanksgiving Day and day following 4th Thursday in Nov., and Dec. 25th. Violation of construction work hours may result in a stop work order that will be enforced by the Police Department and lifted only after approval from the Building Department.

- **Construction Time Limit (CTL) and penalties** (See Construction Time Limit Ordinance information on Pages 22-27.) Every building permit which is subject to a design review or has a building permit valuation greater than $50,000, is assigned a date at which time all work must be complete and approved by the City. The time varies between 6 and 24 months, based on the project valuation. If a project is not completed by that date the building permit will expire and a stop work order will be posted on the site. In order to reinstate the building permit, a fee established by Belvedere Municipal Code (BMC) section 16.04.030(B)(3), must be paid.

  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, prior to the commencement of construction 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 combined valuation of both building permits. The entire project is to be completed by the assigned CTL date.

The construction time limit for a project may be extended administratively for a total of thirty (30) days, should the project be in good standing and working towards the completion of the project. Should this 30-day extension be granted, the project will not be subject to additional charges or penalties. Furthermore, should the project not be completed within this 30-day extension, it is then subject to the statutes and penalties outlined in BMC section 16.04.030(B)(3).

- **A Staging, Parking and Material Delivery Plan** approved by the Building Official 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 9 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** may be 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/Carbon Monoxide detectors** cannot be part of an alarm system. Smoke/Carbon Monoxide detectors must be independently wired and separate from any other alarm system. Any questions regarding this policy should be addressed to Fire Marshall Mike Lantier at 415-435-7200.

- **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 Tiburon Fire Protection 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 and 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. (See Page 12.)

- **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 in 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. (See Pages 14-18.)

- **Plumbing, electrical, and mechanical permits**, or other permits not subject to design review, expire within 180-days as measured from the date of permit issuance or 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.

# *City Construction Staging and Parking Requirements*

*Staging and Parking Plans* are approved by the Building Official. The approval is required prior to the issuance of the building permit and is discussed during the preconstruction meeting. The basic enforcement authority relates to your project's Planning conditions of approval, (See Appendix B) which requires an approved S*taging and Parking Plan*.

Violations of the staging plan may result in a Stop Work Order, or the building permit being revoked. The permit may not be reissued until the project is reheard before the planning commission and all new fees are paid. Consequently, the property owner may be subjected to significant delays and additional costs incurred by the City for further reviews, hearings and permits.

The following guidelines have been established to guide contractors and architects planning and budgeting their projects:

- Belvedere streets are narrow and winding. In many spots there is room only for a single car to pass. YOU CAN UTILIZE ONLY THREE ON-STREET PARKING SPACES FOR YOUR PROJECT. If there are not legal parking spaces in front of your parcel now and you temporarily remove landscaping, fencing or walls, you may utilize those newly created temporary spaces as long as they leave a minimum of 10 feet clear space for vehicles to pass. Use of spaces in this manner must be noted on the staging plan and require review. See Public Works Superintendent Gerhard Laufer for more details. ALL OTHER PARKING FOR YOUR PROJECT MUST BE OFF-STREET OR BE TAKEN CARE OF BY CARPOOLING OR BUSING.

- All material must be delivered to off-street areas. Trucks off-loading or on-loading material must do so while parked in legal parking spaces or be off-street. Any use of the public right-of-way for off-loading or unloading will result in a citation from the police department and possible revocation of the building permit. The Public Works Superintendent will issue you an encroachment or road closure permit for unloading and off-loading only when there is no possible alternative. Full road closures are strongly discouraged.

- Encroachment permits should be available on site in case the public works superintendent, a police officer or the building official needs to verify them.

- In the case of Bay side projects, the use of barges, where possible, is strongly encouraged.

- In order to comply with these regulations, it may be necessary to build temporary on-site staging areas by cutting, filling and shoring. Walls, fences and landscaping may have to be removed to gain access for parking and

material storage. This activity requires prior approval before commencing work.

- An encroachment permit is required for debris boxes located on a city street.

- When the allowed parking on City streets is exceeded a Construction Parking Violation administrative notice is issued to the contractor. Upon the issuance of a third Construction Parking Violation notice for the same project a Stop Work Order will is issued. The Stop Work Order will be lifted only after the City and the contractor have had an opportunity to review the staging plan and take any corrective actions. This may result in significant project delay.

# *Encroachment Permit Requirements*

The following information is a general description of the City's encroachment permits requirements. The Public Works Supervisor, or City Engineer, approves encroachment permits and road closures. If you have any questions regarding Belvedere's regulations or policies which govern them, including what constitutes a road closure, please contact the Public Works Supervisor at the City Hall number listed on the inside cover of this booklet.

- **Oversize Vehicles**: Must obtain an Encroachment Permit from Public Works Superintendent or City Engineer if the vehicle will travel on Belvedere Island and is larger than 11 feet high, 8 feet wide, and 20 feet long or if the vehicle will travel on Corinthian Island and is larger than 9 feet high, 7 feet wide, and 20 feet long.

- **Working in City Right of Way**: Most work taking place on, adjacent to, or abutting City streets and sidewalks, i.e., driveways, walls, fences, and plantings, require a Revocable License approved by the City Council.

- **Minimum of 10 Feet of Paved Way** must be left clear and unobstructed for free passage of other vehicles. The 10-foot "clear passage" also applies to construction material. Anything less than 10-feet "clear passage" constitutes a road closure.

- **Debris boxes require 12 feet of clearance** and, other than on private property, require an encroachment permit.

**Road Closures** must be applied for 72 hours in advance of the actual closure. The Public Works Supervisor, or City Engineer, approves road closures and will require that you place signs, which are supplied by the City, in specific locations 48 hours in advance of the closure.

A **revocable license** is required if permanent private improvements, such as landscaping, retaining walls or driveways, are to be placed on City property. A

revocable license, or an updated revocable license, may also be required if existing private improvements on City property are improved or modified. The revocable license is a legal instrument which transfers liability and maintenance requirements to the private property owner who is responsible for placing the improvements on City property. The revocable license is processed by the Planning Department and must be approved by the City Council.

# *Project Revisions and What Constitutes Demolition*

**Project Revisions**

Revisions to a project often occur during the construction process, and for various reasons. The City, however, must approve most revisions. This is especially true of changes to the exterior of a building, structural changes and changes to a floor-plan.

When the revisions involve only structural or interior work, two copies of revised full size plans, as well as any corresponding calculations or specifications are to be submitted to the Building Department, along with a Revised Plan Submittal form.

When the revisions involve exterior changes the Planning Department must review and approve the changes as well as the Building Department. In these instances, the applicant makes application to the Planning Department for review of the changes and concurrently two copies of revised full size plans are to be submitted to the Building Department, along with a Revised Plan Submittal form.

**What Constitutes Demolition**

Be advised that the set of plans approved by the Belvedere Planning Commission, or the Planning staff is the official and legal record of what has been approved by the City for construction or demolition, relative to a specific project. It is strongly suggested that contractors have an intimate knowledge of the architectural legends on each sheet of drawings as a reference to what has been approved for demolition. Even if during the reconstruction process, dry rot or existing un-sound structural conditions are found, reconstruction of these areas is not allowed if the official record does not indicate the area as being removed. In order to reconstruct in these areas approval must be obtained in advance of the work.

As of February 2006, the removal of siding, window trim, sheetrock, insulation, and roofing materials do not constitute demolition. However, the removal of wall and roof framing and building features within exterior openings, such as doors, windows and skylights, do constitute demolition. In most cases, wall framing consists of the mudsill, top plate, studs, window and door headers, and structural beams of the exterior walls. Roof framing usually consists of rafters, ridgeboard, structural beams, and roof plate. Where wall plates are to be raised, sistering may be employed so long as the original framing, including top plate and mudsill, is retained. Where windows or doors are to be increased in dimension, original materials are to be retained to the sides, top and bottom of the feature unless a new wall is called out in the floor plans. Unauthorized demolition will result in an immediate stop work order and penalties up to $100,000.

As of November 6, 2006, the City adopted a policy for administrative approval for minor increases of demolition that have no adverse impacts to adjacent residents or City property, that do not constitute 10% or more of the approved scope of demolition, or do not increase the scope of any Exception or Variance applicable to the property. The administrative increase of demolition must be applied for in advance of the work and approved by Planning Commission Chairman, Director of Planning & Building, and City Manager.

# *Fire Sprinkler and Smoke Detector Requirements*

**Fire Sprinkler Requirements**

Like all Cities in Marin County, the City of Belvedere has adopted a local ordinance that requires a fire sprinkler suppression system for all new residential occupancies, including second units, depending on the classification of the main living unit. The fire sprinkler mandate is found in Belvedere Municipal Code Section 16.12.100 U. Section 16.12.100 also requires that under certain circumstances an existing building may require the installation of a fire sprinkler system. Homeowners, architects and contractors are particularly cautioned that the fire sprinkler retrofit requirements can be triggered when a remodeling project exceeds 50% of the existing floor area of the residence.

The Tiburon Fire District (TFD) administers the fire sprinkler requirements. If a property owner, design professional, or contractor has a question regarding the sprinkler requirements, including technical provisions for the installation of the systems, they should contact the TFD Fire Marshal. The Fire Marshal's phone number is listed at the front of this booklet under City Staff and Contact Numbers.

**Smoke/Carbon Monoxide Detector Requirements**

Belvedere has a unique Municipal Code provision, found in Section 16.04.15 G. which disallows the Exception to California Building Code Section 310.9.1.1. For practical purposes this means that an alarm system may not substitute for, or serve as a smoke/carbon monoxide detector. Under all circumstances smoke/carbon monoxide detectors must be installed per California Building Code requirements in the locations prescribed by the Code and be separate from the alarm system.

# *Project Erosion Control Requirements*

Runoff from streets and other paved areas is a major source of pollution in San Francisco Bay. Construction activities can directly affect the health of the Bay unless contactors and crews plan ahead to keep dirt, debris and other construction waste away from storm drains, drainage swales and the Bay. Of importance to the contractor, storm drain polluters may be liable for fines.

In Belvedere, erosion control is a year around responsibility, not just during the rainy season. For this reason the City requires compliance with the National Pollutant Discharge Elimination System (NPDES) requirements at the inception of those projects which include any amount of grading, excavation, pier boring or soil disruption.

If you have any questions in regards to Belvedere's erosion control requirements, contact the Building Inspector. (See City staff and contact information in the directory) If you have questions in regards to pollution prevention, contact the City's Public Works Supervisor who is also the City's Stormwater Coordinator. (See City staff and contact information in the directory)

The information below provides general *best practices* erosion control and pollution prevention information, followed by **Minimum Erosion Control Measures For Single Family Home Construction** requirements, with pictorial descriptions of those requirements. Projects which involve working immediately adjacent to the Bay, or in the Bay, may also be subject to Bay Conservation and Development Commission (BCDC) and Army Corps of Engineers requirements.

# EROSION CONTROL/POLLUTION PREVENTION GENERAL *BEST PRACTICES*

**Earthwork**

- Sweep streets and other paved areas when cleaning up. Never use wash down as a clean-up technique.
- Concrete pumping requires a tarp or plastic sheet under the entire pump apparatus as well as the transfer area between the concrete truck and the pump.
- Avoid scheduling earth-disturbing activities during the rainy season if possible. If the City allows grading activities during wet weather, be sure to implement all measures necessary to prevent erosion.
- Mature vegetation is the best form of erosion control. Minimize disturbance to existing vegetation whenever possible.
- Whenever a slope is disturbed during construction, prevent erosion by securing the soil with erosion control fabric, including seed with fast growing grasses, or hydro-seed, per City approvals, as soon as possible. Place a silt barrier down-slope until the soil is secure.
- Keep excavated soil on the site where it is least likely to collect in the street. Transfer to dump trucks should occur on the site, whenever possible, not in the street.
- Use silt fences or straw logs to prevent the flow of silt off the site and into the City's storm drain system.

**Painting**

- Never rinse paint brushes or materials into a storm drain or onto the street.

- Paint out excess water-based paint before rinsing brushes, rollers or containers in sink.
- Paint out excess oil-based paint before cleaning brushes in paint thinner.
- Filter paint thinners and solvents for reuse whenever possible. Dispose of oil-based paint sludge and unusable thinner as hazardous waste. (Hazardous waste information: 485-5648)
-

**Paving/Asphalt Work**

- Do not use water to wash down fresh asphalt or concrete paving.
- Do not pave during wet weather or when rain is forecast.
- Cover storm drain inlets and manholes when paving, applying seal coat, tack coat, slurry seal or fog seal.
- Prevent paving materials from entering City storm drains.
- Do not sweep or wash down excess materials into City storm drains. Collect these materials and return to stockpiles or dispose of as trash or at your yard.

**Materials Storage and Waste Disposal**

- Do not use water to wash down fresh asphalt or concrete paving.
- Wash out concrete equipment trucks off-site, or designate an on-site area for washing where water will flow into a temporary concrete washout receptacle, such as what is shown on Page 17 of this booklet.
- Store any stockpiles of dirt, sand, asphalt, concrete, grout or mortar under cover and away from drainage areas. These materials must never reach a storm drain or the Bay.
- Divert water from washing exposed aggregate concrete to a dirt area where it will not run into a gutter, street or City storm drain. If a suitable dirt area is not available, collect the wash out water and remove to an appropriate disposal off site.

**Dewatering Operations**

- Be sure to contact the City's Public Works Supervisor before discharging water to a City street or storm drain. Filtration or diversion through a basin, tank or sediment trap may be required.

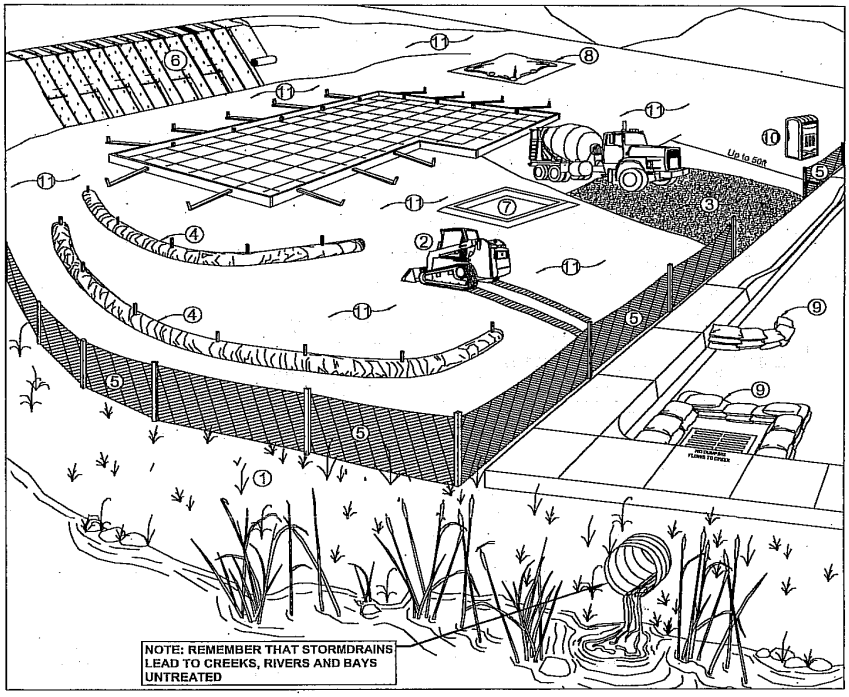
**Vehicle and Equipment Maintenance and Hazardous Materials Management**

- Vehicle and equipment maintenance is not allowed on City streets.
- Do not clean vehicles or equipment on City streets.

**Hazardous Materials Management**

- Label all hazardous materials and hazardous wastes in accordance with City, state and federal regulations.
- Follow manufacturer's application instructions for hazardous materials and use only what is necessary.
- Store hazardous materials and wastes in secondary containment and cover them during wet weather.

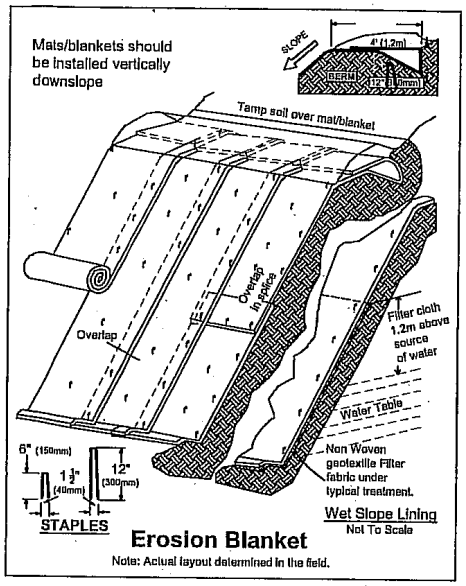
## MINIMUM EROSION CONTROL MEASURES FOR SINGLE FAMILY HOME CONSTRUCTION

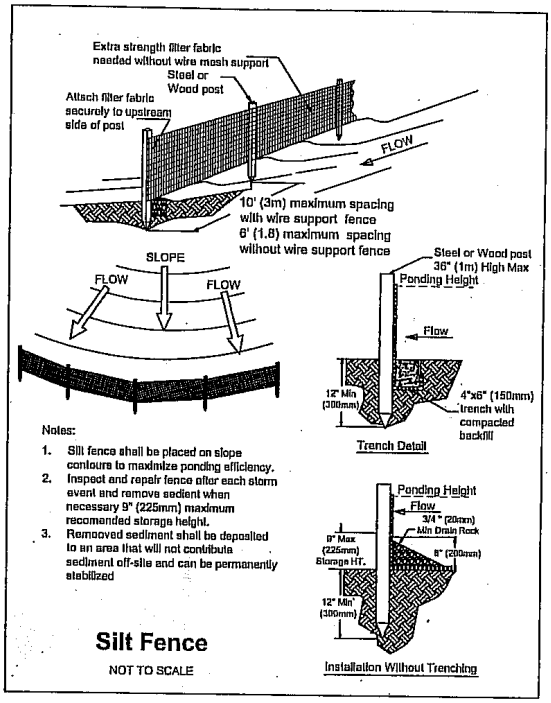


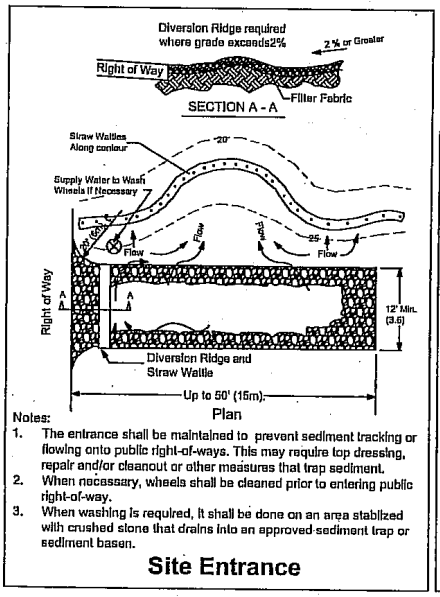

① Check with Flood Control District for creek set-back requirements.
② During grading phase, track-walk up and down slopes, not parallel.
③ *Stabilize site entrance and temp drivewaywith 3" crushed rock up to 50' to prevent traking soil off site.
④ *Install straw wattles along contour at or > 2:1 slope, keyed into ground at least 3" in deep (25' to 50' apart).
⑤ *Install silt fence as secondary measure along contours to keep sediment onsite and to minimize vehicle and foot traffic beyond limits of site disturbance.
⑥ *Install erosion blankets on any disturbed area at or > than a 2:1 slope.
⑦ *Construct a concrete washout site adjacent to stabilized entrance. Clean as needed and remove at end of project.
⑧ Cover all stock piles-stockpile and landscape materials, keep behind silt fence, and away from water bodies.
⑨ *Use pea-gravel bags around drain inlets located both onsite and within gutter as a last line of defense.
⑩ Place port-a-potty near stabilized site entrance and away from storm drain inlets and water bodies.
⑪ Cover all exposed soil with straw or straw/tackifier.

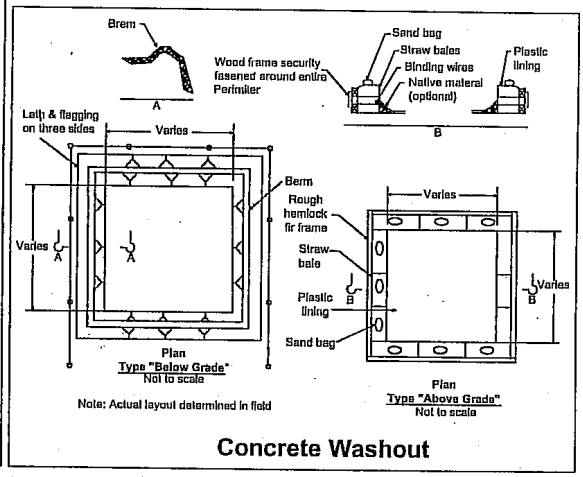
Note: Sediment and erosion control shall be continually maintained throughout the local rainy season and to remain effective during construction phase. Continue inspection and maintenance of BMPs before and after rain events.

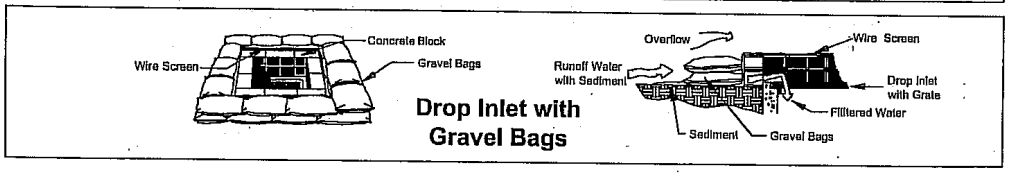
*See reverse side for detail Drawings.


Mats/blankets should be installed vertically downslope
SLOPE
4' (1.2m)
BERM
12" (300mm)
Tamp soil over mat/blanket
Overlap
Overlap in series
Filter cloth 1.2m above source of water
Water Table
Non Woven geotextile Filter fabric under typical treatment.
6" (150mm)
1½" (40mm)
12" (300mm)
STAPLES
Wet Slope Lining
Not To Scale
Erosion Blanket
Note: Actual layout determined in the field.


Extra strength filter fabric needed without wire mesh support
Steel or Wood post
Attach filter fabric securely to upstream side of post
FLOW
10' (3m) maximum spacing with wire support fence
6' (1.8) maximum spacing without wire support fence
SLOPE
FLOW
FLOW
Steel or Wood post 36" (1m) High Max
Ponding Height
Flow
12" Min (300mm)
4"x6" (150mm) trench with compacted backfill
Trench Detail
Notes:
1. Silt fence shall be placed on slope contours to maximize ponding efficiency.
2. Inspect and repair fence after each storm event and remove sediment when necessary 9" (225mm) maximum recomended storage height.
3. Removed sediment shall be deposited to an area that will not contribute sediment off-site and can be permanently stabilized
Ponding Height
Flow
3/4" (20mm) Min Drain Rock
9" Max (225mm) Storage Ht.
8" (200mm)
12" Min (300mm)
Silt Fence
NOT TO SCALE
Installation Without Trenching


Diversion Ridge required where grade exceeds2%
2 % or Greater
Right of Way
Filter Fabric
SECTION A - A
Straw Wattles Along contour
20'
Supply Water to Wash Wheels If Necessary
Flow
Flow
Flow
25'
Right of Way
12' Min. (3.6)
Diversion Ridge and Straw Wattle
Up to 50' (15m)
Plan
Notes:
1. The entrance shall be maintained to prevent sediment tracking or flowing onto public right-of-ways. This may require top dressing, repair and/or cleanout or other measures that trap sediment.
2. When necessary, wheels shall be cleaned prior to entering public right-of-way.
3. When washing is required, it shall be done on an area stabilized with crushed stone that drains into an approved sediment trap or sediment basen.
Site Entrance


Berm
A
Wood frame securily fasened around entire Perimiter
Sand bag
Straw bales
Binding wires
Native material (optional)
Plastic lining
B
Lath & flagging on three sides
Varies
Berm
Rough hemlock fir frame
Straw bale
Plastic lining
Sand bag
Varies
Varies
Plan
Type "Below Grade"
Not to scale
Varies
Varies
B
Plan
Type "Above Grade"
Not to scale
Note: Actual layout determined in field
Concrete Washout


Concrete Block
Wire Screen
Gravel Bags
Drop Inlet with Gravel Bags
Overflow
Wire Screen
Runoff Water with Sediment
Drop Inlet with Grate
Filtered Water
Sediment
Gravel Bags

# *Jobsite Security*

Construction jobsites in Marin County have become the target of burglars and Belvedere is no exception. Perpetrators have focused on expensive power tools; however, less expensive tools and copper pipe have also been stolen. The perpetrators exhibit a modest level of sophistication, including pre-theft job site reconnaissance, conducting the theft at a time when neighbors may consider jobsite activity as on-going construction work and the use of specialized tools in the drilling and removal of locks.

Belvedere's Police Department has made a concerted effort in thwarting the jobsite thefts and is employing a number of enforcement techniques in the on-going effort of halting the thefts and arresting anyone involved in the criminal activity. Enforcement activity includes a discussion of jobsite security during the pre-construction meeting and periodic visits to the jobsite by an officer for the purposes of assessing security measures and providing on-site advice.

While the Police Department's focused efforts in eliminating jobsite thefts have had some success, jobsite tool thefts still occur. Consequently, we are asking that contractors assist by protecting themselves beyond the use of a locked job box and chained tools. Belvedere is now strongly recommending that contractors make use of security alarms in protecting their jobsite.

The range and type of alarms include wireless door/window type alarms to sophisticated motion sensors, including monitored security cables, which automatically dial a predetermined phone number. The type, cost and availability of alarm systems can easily be found by an internet search. Prior to the deployment of an alarm system, the contractor should consult with the Belvedere Police Department. In the case of systems that make an automatic phone call, the Department will recommend call protocol and specific phone numbers. Also, repeat false alarms or unnecessary audible alarms could create a violation of the City's alarm regulations contained in Municipal Code Chapter 16.14, thus, defeating the benefits and intention of the alarm.

# *Criteria for Project Final Approval for Purposes of the Construction Time Limit*

As mentioned during the pre-construction meeting and described in this booklet on Page 21, each project subject to design review is assigned a time for completion. The date for completion of your project is noted on the building permit and on the City approved construction plans. In order for the Construction Time Limit (CTL) "clock" to stop you must obtain City approvals, as evidenced in writing on the inspection record, for all those aspects of the project that do not constitute landscaping. Approvals are required first from the Fire Marshal and/or Marin County Sanitary District 5, if applicable, next the Building Department and

finally from the Planning Department. The following information describes what project elements are subject to CTL final and what elements are considered landscaping. To complete landscaping work approved as part of a larger construction project, the applicant may have an additional 90 days after the date of final inspection approval of the building permit for the main construction project. To receive the additional 90 days, the applicant must file an application for it and make a deposit against the timely completion of the landscaping work, prior to the issuance of a building permit for the main construction project. The amount of the deposit shall be determined by the Building Official in consultation with the Director of Planning and Building.

**Building Interior Elements Subject To CTL Final Approval**

- All residential dwelling units, including second units and second kitchens, must comply with Uniform Housing Code, Chapter 5, in terms of habitation requirements. (These buildings must have a completed kitchen, including permanent food preparation and preservation equipment, at least one completed bathroom, conforming bedroom and additional habitable room of at least 120 sq. ft.);
- All life/safety features must be installed and functional throughout the building, including smoke detectors, permanent guardrails, permanent handrails, required tempered glazing and exit system components;
- Electrical systems are to be fully completed, including all permanent light fixtures, receptacles and switches being in place. (In lieu of a permanent light fixture an approved cover plate may be installed at the location of the fixture mounting box, except in the case where the light fixture in question provides the code required room lighting.);
- Permanent plumbing fixtures in other than the required bathroom are required to be in place at the time of the landscape final approval; and
- In rooms other than the required kitchen, bathroom, conforming bedroom and 120 sq. ft. habitable room, finish materials including paint, architectural trim, tile, marble, finish wooden floor and carpeting must be completed at the time of landscape final approval.

**Project Construction Elements Subject To CTL Final Approval**

- Project main structure, including decks and accessory buildings greater than 50 sq. ft. (These buildings must have all exterior finishes completed, including lighting fixtures, final painting and/or power washing. Accessory buildings include, but are not limited to, detached garages, carports, guesthouses, pool houses, potting, sheds and tool sheds. Exterior finishes of one accessory building less than 50 sq. ft. qualify as a decorative elements to be completed as part of landscape approval.);
- Accessory structures, including site-built features such as detached decks, patio covers, outdoor fireplaces, hillside elevators, docks, outdoor kitchens, including operable plumbing, electrical and mechanical fixtures;
- Poured in place, thus considered permanent, spas, pools and fountains (Tile and finish surface materials above the water line are considered part of the landscape element.);

- Permanent equipment, including mechanical and auxiliary power systems such as solar photovoltaic and generators, mechanical boat lifts or boat storage equipment;
- Mechanical and plumbing enclosures related to permanent spas, pools and fountains (This relates to typical conditions of approval regarding sound attenuation requirements.);
- All concrete flat work, including patios, driveways and walkways;
- Exterior finish materials on doorway landings, verifying compliance with California Building Code Sections 1003.3.1.6 (Floor level at doors) and 1003.3.1.7 (Landings at doors);
- All concrete, masonry or stonewalls greater than 18” in height;
- Entry columns, trellises, arbors and walkway covering;
- Permanent guardrails and all other permanent life safety features;
- All perimeter fencing;
- Chimney spark arrestors; and
- External security features, including cabling and cameras.

**Project Elements Considered Landscaping and Not Subject CTL Final Approval**

- Portable, cord connected, spas and fountains;
- All concrete, masonry or stone walls less than 18” in height;
- Irrigation systems and lighting associated with landscaping;
- External security features, including cabling and cameras, other than on buildings; and
- All softscape improvements, including approved plant materials and trees.

**City Requirements at Completion of Landscaping Element**

- Removal of porta potties;
- Removal of temporary barriers or fencing; and,
- Removal of all construction and landscaping equipment from the site.
- Re-Evaluation of building permit

# *Construction Time Limit Ordinance (CTL)*

Belvedere has a unique Municipal Code requirement which results in the assignment of the length of construction time for each project, no matter the scope or complexity, if it has been subject to City design review or has a building permit valuation greater than $50,000. As discussed during the pre-construction meeting, the Construction Time Limit (CTL) "clock" begins on the date the permit is issued. If the project does not start on that date, it is the applicant's responsibility to notify the Building Official in writing, before the actual start date, stating when the project will begin. The notification must allow for enough time for Building Department verification of construction non-activity.

The date upon which the project must be completed is written on the building permit and on the project plans. This date constitutes the official record of the required completion date.

The Time Limit for Construction varies between 6-months to 24-months, depending on the project valuation. Where a project valuation is less than, or equal to, $100,000, the maximum time for completion is 6-months. Where project valuation is less than, or equal to $500,000, the maximum time for completion is 12-months. Where a project valuation is less than, or equal to $2,000,000, the maximum time for completion is 18-months. Where the project valuation is more than $2,000,000, the maximum time for completion is 24-months.

All ancillary permits issued for a project which is subject to a CTL date for completion, such as swimming pool, outdoor kitchen or other structures, are subject to the original time for completion which was assigned to the project at the time of the first permit issuance.

For construction projects which previously had not been assigned a CTL, when design review is required in mid-project or the valuation is increased above $50,000, 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 all building permits associated with the project. The entire project is to be completed by the assigned CTL date.

There is also a Construction Time Limit extension/building permit reactivation process which provides for an additional timeframe of one-third of the original CTL timeline beyond the initial date, based on payment of the reactivation fee set forth by Belvedere Municipal Code (BMC) section 16.04.030.

Significant penalties can be incurred if the project is not completed within the designated amount of construction time. Consequently, it is important that the

applicant and the project contractor fully understand all aspects of this Municipal Code section. For this reason, the entire section is reproduced below. We have also provided on Page 18 of this booklet the criteria by which a project is considered completed for the purposes of Construction Time Limit and the penalty "clock" is halted. Prior to contacting City staff, please refer to the information on Page 18 when questions arise in regard to a CTL project approval and Page 27 for final City approvals, certificate of occupancy, or temporary conditional certificate of occupancy and the return of any construction damage deposit.

**20.04.035 Time limits for construction**. A. Purposes. The City Council finds that:

1. A continuous stream of large numbers of construction projects on private properties within the City for many years past has resulted in substantial and continuing adverse impacts on the City and its residents from construction activities;

2. Among those adverse impacts are long-term noise disturbances to neighbors of the construction projects, loss of already inadequate on-street parking due to the presence of large numbers of construction vehicles, and frequent closures of the City's narrow streets for construction deliveries and staging, which closures hinder and/or eliminate local and emergency access for varying periods of time;

3. The City has seen numerous individual projects designed and built on a very large scale so that construction has often continued for many years, thus prolonging the adverse impacts created by those projects;

4. It is in the interests of the health, safety, and welfare of the citizens of Belvedere to place a reasonable time limit on the duration of each construction project, so as to balance the needs of the owner of the project with those of his neighbors and the community generally in the safe and peaceful enjoyment of their properties;

5. The time limits adopted in this Section allow an adequate and reasonable amount of time for the kinds of construction projects undertaken in the City; and

6. Because of the substantial and continuing adverse impacts on the City and its residents from construction activities, the permit reactivation charges established in BMC section 16.04.030 (B)(3) are necessary to motivate timely completion and encourage compliance with such time limits and achieve the purposes of this section..

B. Construction Time Limit Required. This Chapter shall apply to any project for which a design review approval is required, and/or any project requiring a building permit with an estimated construction value of $50,000 or greater, and/or any landscaping project with an estimated construction value of $50,000 or greater that is associated with a building permit. As part of any application for design review, the applicant shall file a reasonable estimate of the cost of the proposed project, and based thereon, a construction time limit shall be established for the project in accordance with the guidelines set forth in Subsection C of this Section. The applicant shall submit all information requested by the Building Official to support the estimated value of the project,

which information may include without limitation, an executed construction contract. Compliance with such time limit shall become a condition of design review approval. The time for completion of the project shall also be indicated on the building permit. For projects exceeding $500,000 in project valuation, a detailed PERT or GANTT chart, including detailed information on the critical path of the project, may be required prior to the issuance of any building permit at the request of the City Building Official. Once approved, the property owner shall provide the City with written monthly job progress reports consistent with the approved PERT or GANTT chart if requested by the City Building Official.

C. Time Limit Guidelines.

1. Table. Except where a longer time period is approved pursuant to BMC section 16.04.030, the maximum time for completion of approved alterations, additions, modifications, repairs, or new construction, following issuance of the building permit, shall not exceed the following:

Table: Construction Time Limits Based Upon Demonstrable Estimated Project Value

| Estimated Value of Project ($) | Construction Time Limit (months) |
|---|---|
| $0 to $100,000 | 6 months |
| $100,001 to $500,000 | 12 months |
| $500,001 to $2,000,000 | 18 months |
| Greater than $2,000,000 | 24 months |

2. Time Limit for Landscaping. To complete landscaping work approved as part of a larger construction project, the applicant may have an additional 90 days after the date of final inspection approval of the building permit for the main construction project. To receive the additional 90 days, the applicant must file an application prior to the expiration of the latest granted CTL deadline date and make a deposit against the timely completion of the landscaping work in an amount determined by the Building Official in consultation with the Director of Planning and Building. The additional 90 days does not apply to projects solely comprised of landscaping and related improvements.

## 16.04.030 Permit Extension and Expiration

1. All permits issued by the Building Official subject to the Construction Time Ordinance set forth in Belvedere Municipal Code Section 20.04.035 shall expire by limitation and become null and void 6-months, 12-months, 18-months, or 24-months from the date the permit is issued, as specified in the Planning Commission's Resolution Granting Design Review Approval
2. Prior to the expiration of a building permit or an extended building permit granted under subsections 3 through 5, the Building Official may grant one completion extension of up to thirty (30) days, without payment of additional charges or penalties. If the permittee receives a

completion extension from the Building Official, the permittee shall not be subject to a Stop Work Order and may continue work on the project. The intent of the thirty (30) day completion extension is to allow projects in good standing the opportunity to complete construction without applying for a longer permit extension. In determining whether the permittee is in good standing, the Building Official shall consider whether work began promptly after permit issuance, whether work was conducted on a regular basis, and any other relevant facts.

3. If the project is not completed by the expiration date of the initial permit or by the expiration of a completion extension, the Building Official shall issue a Stop Work Order, and work shall not recommence until the permittee reactivates and extends the permit. The Building Official may grant a reactivation and extension of the permit, once the permittee has paid a reactivation/extension charge equal to the original project construction permit fee. A reactivation/extension charge, for purposes of this section, is primarily a penalty for failure to complete the project within the allotted time, and secondarily a fee to recover the cost of providing additional building management and inspection services. A permit reactivated and extended under this subsection 3 shall be valid for an additional period equal to one-third of the length of the original Construction Time Limit.
4. If the project is not completed within the extension allowed under subsection 3 above or by the expiration of a completion extension, the Building Official shall issue a Stop Work Order, and work shall not recommence until the permittee reactivates and extends the permit. The Building Official may grant a reactivation and extension of the permit, once the permittee has paid a reactivation/extension charge equal to three (3) times the original project construction permit fee. A permit reactivated and extended under this subsection 4 shall be valid for an additional period equal to one-third the length of the original Construction Time Limit.
5. If the project is not completed within the extension allowed under subsection4 above or within a completion extension, the Building Official shall issue a Stop Work Order, and refer the matter to the City Council for resolution. The City Council shall impose additional requirements, such as the retention of a qualified contractor for owner/builder projects or retention of a qualified construction manager for a contracted project, in order to promote swift completion. The City Council may reactivate and extend the permit upon imposition of any such conditions, and the permittee has paid a reactivation/extension charge up to five (5) times the original project construction permit fee.

# *Certificate of Occupancy, Permit Re-Valuation, and Return of the Construction Damage Deposit*

**Final Inspection Approval**

As mentioned in earlier sections of this booklet, City approvals are verified by signature and date on the inspection record. The office copy of the inspection record is considered the official record. All building permits must receive a final approval as evidenced by signature of the Building Inspector. In the case of projects that have received design review, final approval is required by the Planning Department. If an aspect of the project is regulated by the Fire Department, such as fire sprinklers, the Fire Marshal must also sign off on the inspection record at the time of rough-frame and final inspections. If landscaping has been involved, the Planning Department must sign off on the completed landscaping. In all cases, it is the applicant's responsibility to arrange for the inspections, and at the appropriate time, during the final phases of the project.

**Certificate of Occupancy**

Belvedere requires the issuance of a Certificate of Occupancy (C of O) for new residential structures before they can be legally occupied. The C of O is not issued, however, until all aspects of the project have been completed, including landscaping, and the re-evaluation process. In some instances, the Building Official may grant a Conditional Temporary Certificate of Occupancy for the use of a residence prior to project full completion. In order to qualify for the possibility of a Conditional Temporary Certificate of Occupancy a residence must meet the Interior Element Standards, as described under Project Final CTL Inspection Requirements on Page 19 of this booklet:

- All residential dwelling units, including second units and second kitchens, must comply with Uniform Housing Code, Chapter 5, in terms of habitation requirements. (These buildings must have a completed kitchen, including permanent food preparation and preservation equipment, at least one completed bathroom, conforming bedroom and additional habitable room of at least 120 sq. ft.);
- All life/safety features must be installed and functional throughout the building, including smoke/carbon monoxide detectors, permanent guardrails, permanent handrails, required tempered glazing, exit system components, and all other life/safety requirements associated with the building permit,
- Electrical systems are to be fully completed, including all permanent light fixtures, receptacles and switches being in place. (In lieu of a permanent light fixture an approved cover plate may be installed at the location of the fixture mounting box, except in the case where the light fixture in question provides the code required room lighting.);
- Permanent plumbing fixtures in other than the required bathroom are required to be in place at the time of the landscape final approval; and

- In rooms other than the required kitchen, bathroom, conforming bedroom and 120 sq. ft. habitable room, finish materials including paint, architectural trim, tile, marble, finish wooden floor and carpeting must be completed at the time of landscape final approval.

Issuance of a Conditional Temporary Certificate of Occupancy does not stop the CTL clock with regard to penalties and may be revoked if the conditions of approval for its issuance are not met, and/or maintained.

Failure to complete the remainder of the project will constitute a public nuisance. Penalties for the maintenance of a public nuisance include revocation of any discretionary approvals and punishment by a fine, and/or imprisonment for a misdemeanor.

**Project Re-Valuation**

Similar to other cities, Belvedere requires a re-valuation of construction costs after the project has been completed. The re-valuation figure must also include landscaping costs, exclusive of plant materials, and is exclusive of design professional services. The final project cost figure is then compared to the valuation figure shown on the permit and new fees are assessed, if applicable. The property owner must pay the additional fees by signing the Acknowledgement of Construction Responsibility form prior to the issuance of the building permit.

**Return of Construction Damage Deposit**

Belvedere imposes a construction damage deposit, as part of the original permit fees, at the time of issuance of the building permit. Damage deposits range from $2,000 to $100,000, depending on the location of the project and the potential harm to a component of the City's infrastructure, such as a roadway. The damage deposit is returned to the **property owner** only after all required approvals have been granted, the City has been provided with the final project costs and there is no damage to City property, or any damage that has occurred, has been repaired to the satisfaction of the City. When additional fees are due as a result of the re-valuation process, the fees are deducted from the damage deposit and the balance returned to the **property owner**. When re-valuation fees are greater than the construction damage deposit, the deposit is then credited towards fees due and the applicant is invoiced for the difference.