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# CITY OF BELVEDERE

450 San Rafael Avenue λ Belvedere, CA 94920  
Tel: 415 / 435-3838 λ Fax: 415 / 435-0430 [www\cityofbelvedere.org](http://www.cityofbelvedere.org)

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## *Project Regulation Information*

### *Contractor Guidelines*

- **Inspections** are conducted Monday through Thursday, 8:00 a.m.-3:00 p.m. To arrange a building inspection during business hours call (415) 435-8915. 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. Please leave a phone number where you can be reached the day of the inspection and the inspector will call on the day of inspection to confirm 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 warm up of equipment and delivery of materials. Work is also prohibited on City-observed holidays, which are: New Year's Day Jan.1, MLK Day 3<sup>rd</sup> Mon. in Jan.; Presidents' Day 3<sup>rd</sup> Mon. in Feb., Memorial Day last Mon. in May, 4<sup>th</sup> of July, Labor Day 1<sup>st</sup> Mon. in Sept., Veteran's Day November 11, Thanksgiving Day and day following 4<sup>th</sup> Thursday in Nov., and Dec. 25<sup>th</sup>. Violation of construction work hours will 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) & penalties** applies to every building permit which is subject to a Design Review or has a project valuation of \$50,000 or greater. Each of these permits 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 \$1200 per day, with no monetary cap of penalty, 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.

**AT THE TIME OF FINAL if the work related to a Building Permit was subject to Design Review, it is the Planning Department Final Inspection that ends the Assigned Construction Time Limit (CTL) timeline for penalties. Should the total valuation of the project be greater than \$50,000, but was not subject to Design review, it is the Building Department Final Inspection that ends the CTL timeline. It is the responsibility of the contractor /or property owner to call and request all required inspections. Please contact City Staff if you need more information regarding closing out your permit.**

- **A Staging, Parking and Material Delivery Plan** approved by the Police Chief or Public Works 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. 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.
- **The job superintendent** must be on site at all times during construction activity. During specialized subcontractor work, a representative of the subcontractor can act as the job site superintendent only if it is their work that is subject to inspection, and they have been informed of all City policies that regulate construction activity.
- **All contractors** must have a current City Business License.
- **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 Tiburon Fire District. (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 the Tiburon Fire District. (415) 435-7200.
- **Sewer backwater valve** is required on all sewer laterals on all residences. Please contact Marin County Sanitary District No. 5 (415) 435-1501.

- **Sewer connections** are to be approved by Marin County 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 plumbing fixtures are added to a residence.)
- **Foundations & 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 at 415-435-3838 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, significant project delay and a penalty.
- **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. For projects that involve grading or excavation, Belvedere requires that erosion control measures and *best management practices (BMP's)* be in place at all times, not just during the rainy season.
- **Building Permits**, or other permits, not including design review approval, expire within 180-days as measured from the last recorded inspection or permit issuance.
- **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.

- **Encroachment Permits** are required whenever working on City property or the City right of way, as well employing the use of oversize vehicles, placement of debris boxes or parking of equipment on City streets:
  1. **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.
  2. **Debris boxes require 12 feet of clearance** and, other than on private property, require an encroachment permit.
  3. **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.

*Please contact City Hall Staff (415) 435-3838 before starting any work at or on the street, or scheduling deliveries.*

- **Project revisions** often occur and must be approved by the City. When the revisions involve only structural or interior work, two copies of revised full size plans 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.
- **Penalties** for violating City ordinances can be significant. Please contact City Hall before the start of work to ensure that all approvals are in place at (415) 435-3838.