



# SAN RAFAEL

THE CITY WITH A MISSION

## BUILDING DIVISION

### Report of Residential Building Record (RBR)

In the preparation of this Report, city staff reviews all permit records on file at the City and performs a visual inspection of the property. The focus of this City report is to confirm that the property is in conformance with the permit record and to identifying any unpermitted construction or alterations. Property owners will be required to address any identified illegal construction or alterations by obtaining retroactive permits and inspections.

This inspection does not include an evaluation of the operating systems, structural or seismic safety of the structure, and does not constitute a full disclosure of all material facts affecting the property. The City recommends that buyers obtain the services of a private home inspection firm to do those detailed types of inspections.

Street Address:

Assessor Parcel Number(s):

Zoning District:

Residential Building Report No.

Issued By:

Date of Report Issuance:

Report Expiration Date:

### Record of Construction Permits:

<u>Date Issued</u>	<u>Permit #</u>	<u>Description of Work:</u>	Permit Expired W/out Final
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

*Note: The above represents the record of permits that are on file with the City of San Rafael. The City encourages and recommends that the property owner compare the City permit records with their personal records to reconcile any discrepancies in this report. The property owner is encouraged to produce any plans, missing permits, and documentation in order to clarify and/or help resolve any potential violations identified in this report.*

This report is valid for 6 months from date of issuance unless extended by endorsement below:  
(Maximum extension is 3 months, and request for extension must be in writing)

Extended from : \_\_\_\_\_ to: \_\_\_\_\_ by: \_\_\_\_\_

**Record of Planning Projects & Code Enforcement Cases (Can be Reviewed at City Hall):**

Approval Date: \_\_\_\_\_ For: \_\_\_\_\_  
Project No. \_\_\_\_\_  
Case No. \_\_\_\_\_ Date Issued: \_\_\_\_\_ For: \_\_\_\_\_ Status: \_\_\_\_\_

**Accessory Structures Located on Property at Time of Inspection:**

- Detached Garage(s)
- Accessory Building(s)
- Storage Shed(s)
- Deck(s)
- Other

**Section A: Residential Dwelling Units at Time of Inspection**

Authorized Dwelling Units:  Single Family Dwelling  Single Family Dwelling with 2<sup>nd</sup> Unit  
 Duplex  Condominium/Townhouse  Apartments

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_

Number of dwelling units observed at the time of inspection: \_\_\_\_\_

- No undocumented dwelling units observed.
- A second kitchen as defined by the San Rafael Municipal Code has been observed during this inspection. While a second kitchen is not a violation of San Rafael Municipal Zoning regulations, it may not be used by a separate household or in conjunction with an unpermitted additional dwelling unit and will require permits to legalize. The second kitchen is described as follows:

Description:

- An undocumented and possibly illegal additional dwelling unit has been identified during this inspection. Information must be submitted to document this unit's legality, a permit for this unit must be obtained to legalize it, or the unit must be abated. This issue has been referred to the Code Enforcement Division for follow-up. The undocumented unit is described as follows:

Description:

## Section B: Violations Requiring Routine Permits, Inspection and Approval

Permits for these items may be obtained at the Building Division Public Counter in City Hall anytime during regular business hours. If these permits are obtained and the inspection approval granted within 15 days after the issuance of this report, no enforcement action will be taken by the City. Failure to do so will result in the issuance of a Notice & Order.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Replace Electric Service | <input type="checkbox"/> Exterior Siding                 | <input type="checkbox"/> Other:   |
| <input type="checkbox"/> Reroofing                | <input type="checkbox"/> Window Replacement              | <input type="checkbox"/> Other:   |
| <input type="checkbox"/> Wood Stoves and Inserts  |  | <input type="checkbox"/> Other:   |
| <input type="checkbox"/> Water Heater Replacement | <input type="checkbox"/> Furnace and/or Duct Replacement | <input type="checkbox"/> Permits previously issued that have expired (see page 1) |

## Section C: Violations Requiring Plans, Permits, Inspection and Approval

The following unpermitted work requires plans for review and the appropriate City permits. The Code Enforcement Division will be mailing the owner of record a "Notice and Order" regarding these violations. This notice will provide a more detailed explanation of the violations and required remediation, as well as establish timelines for which you shall: submit plans, obtain a permit, perform the required remedial construction work (if needed), receive City inspections, and finalize the permit. For questions and assistance, please contact our Building Technicians at 415-485-3367.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Electrical Circuits     | <input type="checkbox"/> Retaining Walls      | <input type="checkbox"/> Basement Conversion                                      |
| <input type="checkbox"/> Deck/Stair              | <input type="checkbox"/> Remodel Laundry Room | <input type="checkbox"/> Garage Conversions                                       |
| <input type="checkbox"/> Accessory Structures    | <input type="checkbox"/> Remodel Bathroom(s)  | <input type="checkbox"/> 2 <sup>nd</sup> Unit                                     |
| <input type="checkbox"/> Structural Modification | <input type="checkbox"/> Remodel Kitchen      | <input type="checkbox"/> Other:   |
| <input type="checkbox"/> Self-Contained Spa      | <input type="checkbox"/> Attic Conversion     | <input type="checkbox"/> Other:   |
| <input type="checkbox"/> Additions               |   | <input type="checkbox"/> Permits previously issued that have expired (see page 1) |

### Detailed Description

## Section D: Advisory Notations Only (No Action Required)

**PLEASE NOTE:** The resale report results and/or findings may be appealed to the Community Development Director by the property owner or his/her authorized representative. All appeals must be filed in writing with the Community Development Director within five (5) working days of the date of issuance of this report and accompanied by a filing fee of \$100.00. The Community Development Director shall review and render a written determination on the appeal within 10 working days of the filing date of the appeal.

# **RETURN RECEIPT AND BUYER'S CERTIFICATION**

**Report No.** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

As Owner/Seller, I certify that I have received the report and a copy of this report has been given to the buyer along with this form.

\_\_\_\_\_  
**Seller's Signature**                                  **Date**

\_\_\_\_\_  
**Print Name**

**Please note: It is mandatory that the Buyer return this certification to the City prior to close of escrow in order to comply with the San Rafael Municipal Code Section 12.36.050.**

In conformance with the requirements of the San Rafael Municipal Code, I certify that I am the **BUYER** of the residential building(s) noted above, and that I have received and read the **RESIDENTIAL BUILDING RECORD** prior to the consummation of the Sale or Exchange of said residential building(s).

\_\_\_\_\_  
**Buyer's Signature**

\_\_\_\_\_  
**Print Name**

**COMPLETE THIS FORM AND MAIL TO THE FOLLOWING ADDRESS:**

**CITY OF SAN RAFAEL  
Building Inspection – RBR  
1400 Fifth Avenue  
San Rafael, CA 94901**