

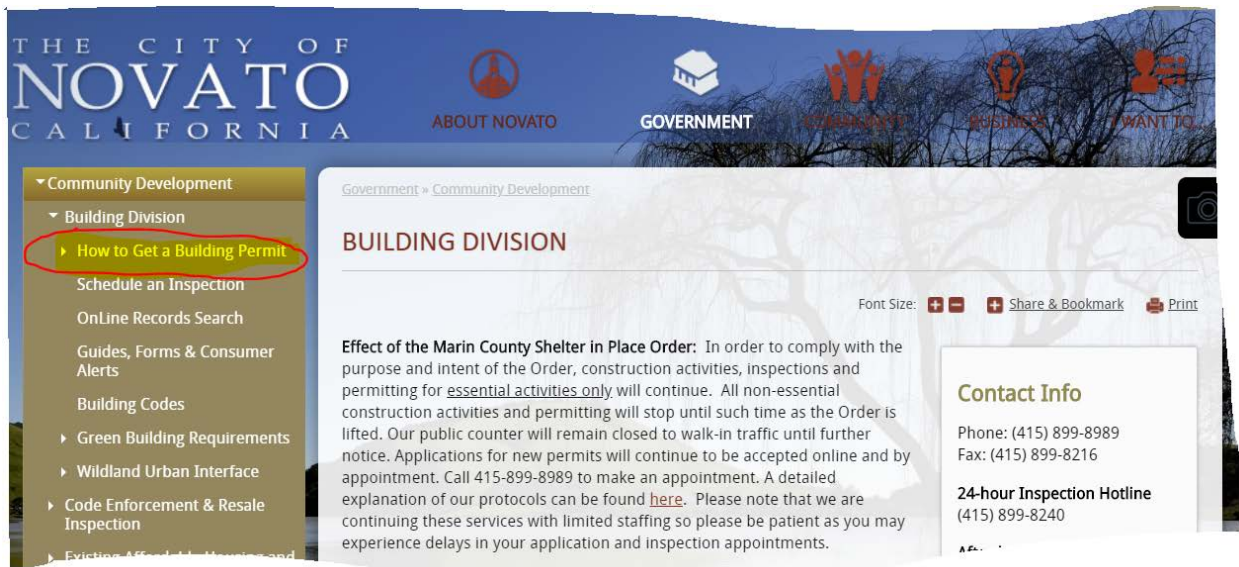


922 MACHIN AVENUE, NOVATO, CA 94945
COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION
(415) 899-8989

APPLYING FOR A BUILDING PERMIT DURING MARIN COUNTY SHELTER IN PLACE ORDER

During the Marin County Shelter In Place Order applicants may email their complete permit package to buildingpermits@novato.org. Please note that although all permit and plan check applications will be accepted and processed, permits will only be issued for work deemed “essential” under the Order. Permits are processed in the order received. If you have any questions, phone (415) 899-8989. All forms, requirements, and definitions of “essential work” can be found on the Building Division website.

<https://www.novato.org/government/community-development/building-division/how-to-get-a-building-permit/minor-permits-plans-not-required>



PERMITTED PROJECTS REQUIRE THE FOLLOWING:

- ✓ Permit Application
- ✓ Waste Management Plan Form
- ✓ Owner-Builder Declaration (if applicable)
- ✓ Carbon Monoxide/Smoke Detector Form

BASED ON SCOPE OF WORK YOUR PROJECT MAY REQUIRE THE FOLLOWING:

- ✓ Plan Review Deposit [for projects with plans]
- ✓ Supplemental Reroof Application
- ✓ Reroof Energy Form
- ✓ Energy form [Required for: water heaters, windows, furnace, reroof, lighting, etc.]

A FLOOR PLAN IS REQUIRED FOR:

- ✓ Bathroom remodel
- ✓ Deck
- ✓ Kitchen remodel

Include all completed, signed and dated forms and email to: buildingpermits@novato.org. You will receive a status update via email within 1 to 2 business days.