



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

Planning and Building
Department
300 Tamalpais Drive
Corte Madera, CA 94925

**NEW BUILDING DEPARTMENT PROTOCOL FOR PERMIT
APPLICATIONS AND INSPECTIONS DURING MARIN
COUNTY SHELTER IN PLACE ORDER
Updated April 30, 2020**

Dear Corte Madera Construction Community,

In response to the Marin County Shelter in Place Order (“Order”) issued by the Marin County Health Officer on April 29, 2020 and effective on May 4, 2020, the Town of Corte Madera’s Building Department has developed the following protocols that will be implemented immediately in order to protect public health and safety. The Town recommends you familiarize yourself with the provisions of the Order, which can be accessed via the following link: <https://bit.ly/SIP54>. The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential work, including construction, to continue, in order to slow the spread of COVID-19.

If you have a building permit pending or active with the Town’s Building Department, or if you plan to submit for building permit, **these new protocols may affect your ability to begin or continue construction activities at this time.**

New Corte Madera Building Department Protocols as of April 30, 2020 (effective May 4, 2020) are as follows:

- The Town will continue to accept new building permit applications and will review completed applications, including performing requisite plan checks. All application submittals will be processed electronically. Please review new submittal requirements here: <https://www.townofcortemadera.org/888/Submittal-Requirements>
- The Town will issue new building permits only if the permit applicant completes and signs the Project Safety Protocol Acknowledgement Form. This form can be accessed on the Town’s website here: <https://www.townofcortemadera.org/896/Building-Department-Protocol>
- The Town will provide inspections only for projects with completed and signed Project Safety Protocol acknowledgement forms.
- Town inspectors will not be permitted to conduct inspections if they cannot comply with social distancing requirements or otherwise cannot safely conduct inspections. Failure to comply with required Project Safety Protocols may preclude the Building Department from conducting inspections. The Town’s Building Official has authorized Town building inspectors to make such determinations at their sole discretion.

Please contact the Building Department with any questions regarding these new protocols at 415-927-5062, buildingpermit@tcmmail.org or use our website (<https://www.townofcortemadera.org/130/Building>) for information on how to access Building Department services during this time. Note these protocols are subject to change.

Thank you for your cooperation and understanding during this challenging time. The safety of your workers and the community depends on your continued vigilance and adherence to the Order.

Best Regards,

A handwritten signature in blue ink, appearing to read "Adam Wolff", with a horizontal line extending to the right.

Adam Wolff, AICP
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