



City of Larkspur
Planning and Building Department
400 Magnolia Avenue
Larkspur, CA 94939

**TEMPORARY BUILDING DIVISION PROTOCOLS FOR
BUILDING PERMIT APPLICATIONS AND INSPECTION
DURING THE COVID-19 EVENT SHELTER-IN-PLACE
ORDER. (March 20, 2020)**

In response to the Marin County Shelter in Place Order (“Order”) issued by the Marin County Health Officer, and to help prevent the spread of COVID-19, the City of Larkspur has developed the following protocols that will be implemented immediately in order to protect public health and safety. If you are currently engaged in a construction project, considering submitting a new application, or initiating a construction project in the near future, we suggest that you familiarize yourself with the provisions of the Order, which can be viewed at [Marin HHS COVID-19 Updates](#).

Temporary Building Division Protocols as of March 20, 2020:

Building Permit Applications:

- The City will continue to process existing applications and accept new building permit applications and will perform requisite plan checks, with prioritization for those projects that qualify as “Essential Infrastructure” and “Essential Businesses” in the March 16, 2020 Order of Marin County Health Officer and for life, safety, sanitation, emergency and/or essential operation.
- The City will issue building permits only for essential construction activities consistent with the purpose and intent of the Shelter in Place Order. Work must generally be necessary for the provision of continued life, health and/or safety and may include repairs of necessary appliances, mechanical equipment, plumbing, electrical repair, or other residential construction required for sheltering in place, as determined by the Director of Planning and Building.
- The City will not issue new building permits for construction activities that are deemed non-essential.
- New applications can be submitted by email or other electronic format or by mail and/or delivery. In-person submittals for essential infrastructure projects and essential businesses may be scheduled by appointment, only after an initial screening by the Building Division.

Building Permit Inspections:

- The City will continue Inspections for all active residential permits and only for commercial construction that is considered *essential infrastructure and services* consistent with the purpose and intent of the

Marin County Health Officer Shelter in Place Order. Work must be generally necessary for the provision of continued life, health and/or safety and may include repairs of necessary appliances, mechanical equipment, or other residential construction required for sheltering in place.

- It is recommended that construction projects be halted and secured, where possible, to reduce potential spread of COVID-19. Permit timelines for completing and/or expiring projects are suspended during this period.
- Inspection will not be conducted in circumstances where residents and persons on and about job sites are not in compliance with social distancing requirements and other measures required to assure safe inspections. The Planning and Building Director has authorized City inspectors to make such determinations at their sole discretion.
- The Building Inspector will also consider requests for virtual inspections and self-certification of certain types of project work.
- To schedule an inspection, telephone the Building Department at (415) 925-5033 or email inspections@cityoflarkspur.org.

Please also note that on March 19, 2020, the Governor issued an Executive Order that is a stay-at-home order except to maintain continuity of 16 critical infrastructure sectors. Local government entities may be receiving further direction from the State and County if there are any changes in activities allowed and not allowed with the new State stay-at-home order. As such, these protocols may be subject to change.

We appreciate your patience and cooperation during this difficult time. We will continue to provide updates if anything changes in regards to the directives from the State and the County of Marin. In the meantime, We have virtual counter services available by telephone and email. Please contact the Building Department with any questions regarding these new protocols by email at LarkspurBuilding@cityoflarkspur.org or by phone (415) 927-5038.