



**CITY OF SAUSALITO**  
**Community Development Department**  
**420 Litho Street, Sausalito, CA 94965**  
**(415) 289-4128 / Fax (415) 339-2256**  
**www.sausalito.gov**

**FOR CDD USE ONLY**

Date Received: \_\_\_\_\_

Amount: \_\_\_\_\_

Payment Method: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Staff Initial: \_\_\_\_\_

**APPLICATION FOR RESIDENTIAL BUILDING RECORD REPORT**  
**(Required per Municipal Code Chapter 8.32)**

**PLEASE PRINT OR TYPE ALL INFORMATION (To be completed by applicant)**

Address of Residence: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Owner's EMAIL: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's EMAIL: \_\_\_\_\_

**MAIL REPORT TO:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMAIL REPORT TO:** \_\_\_\_\_

I am the legal owner or the authorized agent of the legal owner:

\_\_\_\_\_  
**Signature of owner or authorized agent**

**IMPORTANT:** Please include the \$450.00 fee with the application. Make your check payable to "City of Sausalito" or include completed credit card authorization form.

**ALLOW A MINIMUM OF 2 WEEKS FOR COMPLETION OF THIS REPORT**

**RESIDENTIAL BUILDING RECORD REPORT**

**FOR CDD USE ONLY**

This report was compiled from the records of the appropriate City Departments and did not involve a site inspection of the property. This report makes no representation that the property or its present use is, or is not, in compliance with the City regulations.

1. Building construction date, if known: \_\_\_\_\_

2. Official number of units: \_\_\_\_\_

3. Construction, conversion or alteration permits issued, if any:

<b>Permit Number</b>	<b>Date</b>	<b>Type of Work Done</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**\* Permit expired by limitation, no inspection, or no final inspection**

4. Flood Zone: \_\_\_\_\_

*FEMA Flood Insurance Rate Map No. 06041C0526D effective May 4, 2009. Information from the FIRM scheduled to become effective March 16, 2016 is also provided. The City's Floodplain Administrator recommends that any investment decision that involves the real property subject of this RBR take the information available from the pending FIRM and sea level rise projections into account. (Municipal Code Chapter 8.48)*

5. Have there been any CORRECTION NOTICES or STOP WORK ORDERS issued at this site?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, was the correction or stop work order resolved, how?

\_\_\_\_\_  
\_\_\_\_\_

6. Encroachment Permits (e.g., stairs on grade, curb cuts, sidewalks, utilities, driveway, minor landscaping), if any:

<b>Date</b>	<b>Encroachment Granted For:</b>
_____	_____
_____	_____
_____	_____

**COMPLIANCE WITH SAUSALITO ZONING ORDINANCE FOR CDD USE ONLY**

1. Zoning District: \_\_\_\_\_

2. Permitted Use or Uses: \_\_\_\_\_

3. Is the residence on the Noteworthy [Historic] Structures List? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Code Enforcement Action(s) past or pending? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, explain: \_\_\_\_\_

5. Known non-conformities other than use, such as height, floor area ratio, building coverage, setbacks:

\_\_\_\_\_  
\_\_\_\_\_

6. Is the property in a special setback area (per Zoning Ordinance 10.40.070)?

Yes \_\_\_\_\_ No \_\_\_\_\_

7. Encroachment Agreement(s):

Date                      Encroachment Granted For:

\_\_\_\_\_  
\_\_\_\_\_

8. Variance(s) including under grounding of electrical service:

Date                      Variance Granted For:

\_\_\_\_\_  
\_\_\_\_\_

9. Conditional Use Permit(s):

Date                      Conditional Use Permit Granted For:

\_\_\_\_\_  
\_\_\_\_\_

10. Other: **APPROVED SEWER VIDEO INSPECTION REQUIRED ON ALL RESIDENTIAL REALES**

\_\_\_\_\_  
\_\_\_\_\_

## **\*IMPORTANT SALE REQUIREMENTS:**

### **SEWER LATERAL CERTIFICATE/ INSPECTION REQUIREMENTS**

**A valid City-issued certificate or sewer video inspection confirming code-compliant waste plumbing from the structure to the city sewer main is required on all residential resales.**

Prospective sellers and buyers of this property are advised to assume that the entire sewer lateral from the structure to the City sewer main will be required to be replaced as a condition of sale or transfer of the property under Sausalito Municipal Code Section 18.12.100.

Prospective sellers are encouraged to engage a qualified sewer inspection service and have the upper, lower, and any segments of private common lateral between the dwelling or structure and the City sewer main cleaned, inspected, and an estimate for repair prepared before listing their property for sale. If, in the judgment of the inspecting service, no repairs will be required by the City, a video inspection prepared in conformance with the City's requirements (available on the City's website) confirming that condition should be submitted to the City for review and response before escrow is opened. The City is committed to providing approval (in the form of a valid certificate exempting the subject lateral from inspection for three or more years), or a list of code violations to be repaired, within 10 working days of receipt of a video inspection confirming to City standards.

### **Smoke Detectors Required**

Beginning January 1, 1986 all single family dwellings and factory built housing which are sold must have an operable smoke detector. Beginning January 1, 1987 smoke detectors shall be installed in all dwellings intended for human occupancy. Smoke detectors shall be installed on each level, in basements, and in each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area.

### **Carbon Monoxide Alarms Required**

Beginning July 1, 2011, owners of all single family homes with an attached garage are required to install carbon monoxide detectors in their home. Beginning January 1, 2013, owners with multi-family leased or rental dwellings, such as apartment buildings, are required to install carbon monoxide detectors in their dwelling(s). Carbon monoxide alarms must be installed in the following locations:

1. Outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedroom(s); and
2. On every level of a dwelling unit including basements.

### **Residential Building Record Report Required**

Sausalito Municipal Code (SMC) Chapter 8.32 requires a residential building record report prior to the sale or exchange of a residential building as follows:

"The report of residential building record shall be delivered by the owner or authorized agent of the owner to the buyer or transferee of the residential building prior to the consummation of the sale or exchange."

Any person violating the provisions of SMC Chapter 8.32 shall be guilty of an infraction and upon conviction thereof, shall be punished by a fine not to exceed the sum of \$500.00

**THIS RESIDENTIAL BUILDING RECORD REPORT IS VALID FOR 1 YEAR**

Date of Issuance: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

Residential Building Record Report prepared by:

\_\_\_\_\_  
CDD Building Division

\_\_\_\_\_  
Date



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**RESIDENTIAL BUILDING RECORD REPORT  
AFFIDAVIT OF RECEIPT OF REPORT BY BUYER**

**BUYER(S):** Please PRINT your name(s) and affix your signature(s) in the space provided below and return this sheet to the Sausalito Community Development Department at the above address.

I/We have received a copy of the Residential Building Record Report and have read and understand the contents of that report for the following property:

Address of Residence: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Buyer's Name(s): \_\_\_\_\_

\_\_\_\_\_

Buyer's Signature(s): \_\_\_\_\_

\_\_\_\_\_

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