



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

APPLICATION FOR RESIDENTIAL BUILDING RECORD REPORT
(Required per Municipal Code Chapter 8.28)

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

Address of Residence: _____
 Assessor's Parcel Number: _____
 Name of Owner: _____
 Address of Owner: _____
 Name of Applicant: _____
 Address of Applicant: _____
 Applicant's Phone Number: _____
 Number of Units: _____

MAIL REPORT TO: _____

FAX NUMBER: _____

EMAIL: _____

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

Signature of owner or authorized agent

IMPORTANT: Please include the \$150.00 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

FOR CDD USE ONLY

Date Received: _____

Fee Received: _____

Receipt No.: _____

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 8.28, 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 8.28 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



CITY OF SAUSALITO

**Community Development Department
420 Litho Street, Sausalito, California 94965
(415) 289-4128 / Fax (415) 339-2256
www.ci.sausalito.ca.us**

**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: _____