

CITY OF



San Rafael

BUILDING DIVISION

PO Box 151560 San Rafael, CA 94915-1560

Tel: (415) 485-3367 Fax: (415) 485-3184

APPLICATION FOR REPORT OF RESIDENTIAL BUILDING RECORD (RBR)

San Rafael Municipal Code Chapter 12.36 requires that, prior to exchange or sale of any residential building; the owner must obtain from the City a Report of Residential Building Record (RBR). Application must be made by the current property owner, or his/her authorized agent, along with a processing fee established by the City Council. The report will document building permit history, the number of legal dwelling units and the results of a property inspection. The report will state whether there appears to be any nonconformity or illegality in the structures on the property or the uses being made thereof. Following completion, the report will be mailed to the current property owner or authorized agent, who must provide the report to the purchaser of the property prior to the consummation of the sale. A prepaid postcard will accompany the report and is required to be returned by the buyer indicating that they have received the report prior to consummation of the sale.

Street Address: _____

Number of Living Units: _____

The property is: Single Family Dwelling Single Family Dwelling with Accessory Dwelling
 Duplex/Triplex Condominium/Townhouse Apartment

Name of Owner: _____

Listing Agent: _____

Name and Phone Number of Person to be Contacted for Inspection Appointment:

Mail Completed Report to: _____

(For City Use Only Below Line)

Date Received: _____

Report No: _____

Assessors Parcel#: _____

Zoning: _____

Inspection Date: _____

Time: _____

Fee: _____

RBR Instructions:

Please complete the attached form and mail it to the address below along with payment in the appropriate amount according to the schedule shown below.

Mail Applications to:

City of San Rafael
Building Division
PO Box 151560
San Rafael, CA 94915-1560

Fee Schedule Effective July 23, 2010:

Single Family Dwelling:	\$165.00 (Duplex Dwellings \$330.00)
Condominiums:	\$150.00
Apartments:	\$165.00 for the first unit, \$50.00 each additional unit

Upon receipt of the application and payment, the Building Department will contact the individual listed on the application and schedule an appointment.

SRMC section 12.36.010: Report of Residential Building Record Required.

Prior to the sale or exchange of any residential building, the owner thereof shall obtain from the city a report of residential building record which sets forth the existing authorized use of occupancy of the residential building. Such report shall be valid for a period not to exceed three months from date of issue.

12.36.110 Violations.

Except as provided in this chapter, it is unlawful for the owner of a residential building in the city to sell or exchange the same without first having obtained and delivered to the buyer a report of residential building record. Any person violating any of the provisions of this chapter is guilty of an infraction and upon conviction thereof shall be punished by a fine not exceeding five hundred dollars (\$500.00).