

**TOWN OF SAN ANSELMO  
REPORT OF RESIDENTIAL  
BUILDING RECORDS**

**REPORT NUMBER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Fee \$** \_\_\_\_\_ **Receipt #** \_\_\_\_\_

**Budget Account # 01.57.706**

last revised: 5/4/09

**TO BE COMPLETED BY APPLICANT**

This report is intended to identify the regularly authorized and legal use, occupancy, and zoning classifications of the property and all other pertinent information relating thereto. One copy of this report will be provided to the Applicant only.

**PROPERTY ADDRESS:** \_\_\_\_\_

**APPLICANT** ( owner  authorized agent): \_\_\_\_\_

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

**PHONE NO.** \_\_\_\_\_ **FAX NO.** \_\_\_\_\_

**PARKING** (each space min. 9'X19') (Town Ordinance requires all areas used for parking to be paved with either asphalt or concrete)  
\_\_\_\_\_ No. of garage parking spaces \_\_\_\_\_ No. of carport/deck spaces \_\_\_\_\_ No. of open driveway spaces

**NUMBER OF STRUCTURES ON THE PROPERTY** (includes sheds greater than 120sf) \_\_\_\_\_

I am the ( ) owner, or ( ) legal agent of the legal owner, of the property listed above. I understand that prior to consummation of sale or exchange of this property, the law requires the seller to obtain a Report of Residential Building Records and deliver this report to the buyer. Prior to closing or transfer, the owner shall obtain from the buyer a written acknowledgment of receipt of the Report of Residential Records. (Municipal Code Title 10, Chapter 5, Ordinance 590; California Government Code Section 38780)

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

**TO BE COMPLETED BY TOWN**

This \_\_\_\_\_ page report was compiled from the records of the appropriate Town Departments and a physical inspection of the property. Though the Town will make every effort to provide accurate information, the Town will not warrant that the report lists every building and planning action on this property. Also, it does not constitute a full disclosure of all the material facts affecting the property since portions of the structure or property may not have been accessible at the time of the inspection. No statements contained in this report shall authorize the use or occupancy of any residential building contrary to the provision of any law or ordinance. This report shall not constitute a representation by the Town that the property in its present use is or is not in compliance with the law.

**SCHEDULED DATE OF PHYSICAL INSPECTION OF PROPERTY:** \_\_\_\_\_

**GENERAL PROPERTY INFORMATION**

(Data reported by: \_\_\_\_\_ Date: \_\_\_\_\_)

Assessor's parcel number: \_\_\_\_\_

Construction date: \_\_\_\_\_

FEMA flood zone:  Zone A  Zone X Street Town maintained:  Yes  No

Property located within Wildland Urban Interface Zone:  Yes (contact RVFD for information)  No

Property owners are responsible for maintenance of: 1) storm drains located on their property, 2) abutting sidewalks, 3) abutting street trees

**GENERAL PLANNING/ZONING INFORMATION**

(Data reported by: \_\_\_\_\_ Date: \_\_\_\_\_)

- Single-family residential (R-1), (R-1C), R-1H).
- Mixed residential/commercial for \_\_\_\_\_ living units and \_\_\_\_\_ commercial units.
- Multi-family residential (R-2), (R-3) for \_\_\_\_\_ living units.
- Specific planned development for \_\_\_\_\_ living units.

**SECOND UNIT:** A second unit is authorized on the property?  Yes  No

**PLANNING DIVISION RECORDS** (Planning records reported by: \_\_\_\_\_ Date: \_\_\_\_\_ )  
Contact the Planning Division within 15 days from the date of this report regarding any violations noted in this section.

**BUILDING PERMIT RECORDS** (Building records reported by: \_\_\_\_\_ Date: \_\_\_\_\_ )  
Permit Number/Type    Date    Type of Work Done                      Permit Number/Type    Date    Type of Work done

Type: B=Building, P=Plumbing, E=Electrical, M=Mechanical, Pool=Pool/Spa/Hot Tub, Enc=Encroachment, F=Fence, G=Grading

\* Indicates permit expired as inspections were not performed or not requested as required by the Code. Town can not validate conformance to state codes or town ordinances.

**PHYSICAL INSPECTION OF PROPERTY** (Performed by: \_\_\_\_\_ Date: \_\_\_\_\_ )

The following items were noted as not being in conformance with current State of California Building Codes, Town Ordinances or conflict with information in the town records. It is recommended that these items be corrected or resolved, but it is not required by the Town at this time, unless specifically stated. Any Planning issues must be resolved immediately. In the future, when a permit for any remodel work is requested, these Building Division items **will** be required to be corrected **before** any permit for additional work will be issued.

**REPORT CONTINUED ON THE ATTACHED SHEETS**