COUNTY OF MARIN

DEPARTMENT OF FINANCE

Excellent and responsive fiscal leadership.

Mina Martinovich, CPA
DIRECTOR

Janine Dictor
ASSISTANT DIRECTOR

Marin County Civic Center
3501 Civic Center Drive
Suite 225
San Rafael, CA 94903
415 473 6154 T
415 473 3680 F
CRS Dial 711
MarinCounty.gov/Finance

November 13, 2026

SUBJECT: Questions and Answers for Request for Proposals (RFP) #2911 – Building Permit Plan Review Service

1. Would the County consider extending the proposal deadline by one week, to December 4?

Answer: The County will be keeping the proposal deadline as originally established, Friday November 27, 2026 No Later than 10:00AM PST.

2. Would the County the latest plan review fee schedule? We were unable to find it on the County website.

Answer: See attached. These are still the current fees.

3. On page 5 of the RFP, under 4. Company Background, item iv requests a list of customers who have received similar services and dates of service. This list would be quite extensive and not fit within the single page limit. Would a summary of the number of clients we serve as well as a listing of select area clients suffice for this request?

Answer: Section 4. Company Background is limited to a response that fits within one page maximum. iv. Requests: "iv. Listing of vendor's municipal customers who have received similar services as well as dates of service." Yes, a summary of select municipal customers, including name and location would suffice. Please provide up to ten municipal customers.

4. On page 5 of the RFP, under 4. Company Background, item v, the County requests evidence that the vendor is in good standing and qualified to conduct business in California. What type of evidence would the County prefer here while remaining within the single-page limit for this section?

Answer: For purposes of this requirement, the County will accept a current California Secretary of State business entity record showing that the proposer is active and in good standing/qualified to conduct business in California, or comparable documentation demonstrating the same.

A brief statement identifying the proposer's legal business name and California Secretary of State entity number, together with a copy or screenshot of the applicable record, is sufficient. Supporting documentation may be included as an attachment and will not count toward the one page limit for the Company Background section.

5. We have a business license in the City of San Rafael and can include a copy in our proposal submittal. Will this suffice as the County's finance department says that they only issue licenses for business in unincorporated Marin County?

Answer: The County of Marin only issues business licenses for businesses physically located in unincorporated Marin County. If your business is located within a city or town, you will need to obtain a business license from that jurisdiction. You can look up your jurisdiction here.

If you own more than one business, you will need to obtain a license for each business. Please provide proof of a current business license for the jurisdiction in which your business is located. This may be submitted as a separate attachment.

BOS EXHIBIT A

Marin County Community Development Agency - Building and Safety Division

FY 2020 - 21 MASTER FEE AND SERVICE SCHEDULE

California Government Code 66014 *Marin County Ordinance No. XXXX* *Section 19.04.032 Marin County Code* *Effective Date: July 1, 2020*

FY 20, 21 Division Annual Allocatable Hours: 15,338 FY 20, 21 Division Budget @ 100% Recovery: $5,050,585 FY 20, 21 Division Hourly Rate: **$329.28**

Fee Category	Fee Code #	Occupancy/Fee Title	Description & Application	Submittal Basis PR / OTC	Fee Basis Sq-Ft / Ea	Fee Code Size in Sq-Ft	Est Average Service Level Hrs/Sq-Ft	Est Average Service Level Cost/Sq-Ft	Service Level Fee/Sq-Ft	TIER I Service Level Fee	TIER II Service Level Fee
NEW CONSTRUCTION, ADDITIONS, ALTERATIONS	30, 31, 32	All Commercial Uses	All newly constructed, added, or structurally remodeled space for non-residential occupancies classisfied as CBC Group A, B, E, F, H, I, M, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule	PR	Sq-Ft	1 - 1,999	0.021115	$6.952658	$6.952658		$9.91
						2,000	**0.021115**	**$6.952658**	**$6.952658**	**$ 13,905**	**$19,815**
						2,001 - 4,999	0.010643	$3.504592	$3.504592		$4.99
						5,000	**0.014832**	**$4.883818**	**$4.883818**	**$ 24,419**	**$34,797**
						5,001 - 9,999	0.005768	$1.899263	$1.899263		$2.71
						10,000	**0.010300**	**$3.391540**	**$3.391540**	**$ 33,915**	**$48,329**
						10,001 - 16,999	0.001766	$0.581407	$0.581407		$0.83
						17,000	**0.006786**	**$2.234427**	**$2.234427**	**$ 37,985**	**$54,129**
						17,001 - 24,999	0.001931	$0.635914	$0.635914		$0.91
						25,000	**0.005232**	**$1.722902**	**$1.722902**	**$ 43,073**	**$61,378**
						25,001 +	0.005232	$1.722902	$1.722902		$2.46
	25, 26	Commercial Residential and Multifamily Residential Uses	All newly constructed, added, or structurally remodeled space for residential occupancies classisfied as CBC Group R (except R-3), or other residential occupancies not specifically addressed elsewhere in this Fee Schedule	PR	Sq-Ft	1 - 1,499	0.018313	$6.030137	$6.030137		$8.59
						1,500	**0.018313**	**$6.030137**	**$6.030137**	**$ 9,045**	**$12,889**
						1,501 - 3,749	0.009231	$3.039581	$3.039581		$4.33
						3,750	**0.012864**	**$4.235803**	**$4.235803**	**$ 15,884**	**$22,635**
						3,751 - 7,499	0.005003	$1.647257	$1.647257		$2.35
						7,500	**0.008933**	**$2.941530**	**$2.941530**	**$ 22,061**	**$31,438**
						7,501 - 12,749	0.001531	$0.504262	$0.504262		$0.72
						12,750	**0.005885**	**$1.937949**	**$1.937949**	**$ 24,709**	**$35,210**
						12,751 - 18,749	0.001675	$0.551537	$0.551537		$0.79
						18,750	**0.004538**	**$1.494297**	**$1.494297**	**$ 28,018**	**$39,926**
						18,751 +	0.004538	$1.494297	$1.494297		$2.13
	46	Moderate and Low Hazard Storage	All newly constructed, added, or structurally remodeled space for storage occupancies classified as CBC Group S, or other storage occupancies not specifically addressed elsewhere in this Fee Schedule	PR	Sq-Ft	1 - 1,999	0.013940	$4.590104	$4.590104		$6.54
						2,000	**0.013940**	**$4.590104**	**$4.590104**	**$ 9,180**	**$13,082**
						2,001 - 4,999	0.007027	$2.313711	$2.313711		$3.30
						5,000	**0.009792**	**$3.224268**	**$3.224268**	**$ 16,121**	**$22,973**
						5,001 - 9,999	0.003808	$1.253882	$1.253882		$1.79
						10,000	**0.006800**	**$2.239075**	**$2.239075**	**$ 22,391**	**$31,907**
						10,001 - 16,999	0.001166	$0.383841	$0.383841		$0.55
						17,000	**0.004480**	**$1.475155**	**$1.475155**	**$ 25,078**	**$35,736**
						17,001 - 24,999	0.001275	$0.419827	$0.419827		$0.60
						25,000	**0.003454**	**$1.137450**	**$1.137450**	**$ 28,436**	**$40,522**
						25,001 +	0.003454	$1.137450	$1.137450		$1.62
	12	Attached and Detached Accessory and Utility Uses	All newly constructed, added, or structurally remodeled space for utility occupancies classified as CBC Group U, or other utility and accessory occupancies not specifically addressed elsewhere in this Fee Schedule	PR	Sq-Ft	1 - 99	0.037925	$12.487783	$12.487783		$17.80
						100	**0.037925**	**$12.487783**	**$12.487783**	**$ 1,249**	**$1,780**
						101 - 249	0.019117	$6.294655	$6.294655		$8.97
						250	**0.026640**	**$8.771906**	**$8.771906**	**$ 2,193**	**$3,125**
						251 - 499	0.010360	$3.411297	$3.411297		$4.86
						500	**0.018500**	**$6.091601**	**$6.091601**	**$ 3,046**	**$4,340**
						501 - 849	0.003171	$1.044275	$1.044275		$1.49
						850	**0.012188**	**$4.013290**	**$4.013290**	**$ 3,411**	**$4,861**
						851 - 1,249	0.003469	$1.142175	$1.142175		$1.63
						1,250	**0.009398**	**$3.094534**	**$3.094534**	**$ 3,868**	**$5,512**
						1,251 +	0.009398	$3.094534	$3.094534		$4.41
	40, 41, 42	Agricultural Utility Uses	All newly constructed, added, or structurally remodeled space for agricultural utility occupancies classified as CBC Group U-AG, or other agricultural utility occupancies not specifically addressed elsewhere in this Fee Schedule	PR	Sq-Ft	1 - 999	0.010250	$3.375076	$3.375076		$4.81
						1,000	**0.010250**	**$3.375076**	**$3.375076**	**$ 3,375**	**$4,809**
						1,001 - 2,499	0.005167	$1.701258	$1.701258		$2.42
						2,500	**0.007200**	**$2.370785**	**$2.370785**	**$ 5,927**	**$8,446**
						2,501 - 4,999	0.002800	$0.921972	$0.921972		$1.31
						5,000	**0.005000**	**$1.646379**	**$1.646379**	**$ 8,232**	**$11,730**
						5,001 - 8,499	0.000857	$0.282236	$0.282236		$0.40
						8,500	**0.003294**	**$1.084673**	**$1.084673**	**$ 9,220**	**$13,138**
						8,501 - 12,499	0.000937	$0.308696	$0.308696		$0.44
						12,500	**0.002540**	**$0.836360**	**$0.836360**	**$ 10,455**	**$14,898**
						12,501 +	0.002540	$0.836360	$0.836360		$1.19
	35	Shell Buildings - All Commercial Uses	The enclosure for all newly constructed, added, or structurally remodeled space for non-residential occupancies classisfied as CBC Group A, B, E, F, H, I, M, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the interior is not completed or occupiable	PR	Sq-Ft	1 - 1,999	0.018163	$5.980636	$5.980636		$8.52
						2,000	**0.018163**	**$5.980636**	**$5.980636**	**$ 11,961**	**$17,045**
						2,001 - 4,999	0.009155	$3.014629	$3.014629		$4.30
						5,000	**0.012758**	**$4.201032**	**$4.201032**	**$ 21,005**	**$29,932**
						5,001 - 9,999	0.004962	$1.633735	$1.633735		$2.33
						10,000	**0.008860**	**$2.917383**	**$2.917383**	**$ 29,174**	**$41,573**
						10,001 - 16,999	0.001519	$0.500123	$0.500123		$0.71
						17,000	**0.005837**	**$1.922041**	**$1.922041**	**$ 32,675**	**$46,561**
						17,001 - 24,999	0.001661	$0.547009	$0.547009		$0.78
						25,000	**0.004501**	**$1.482031**	**$1.482031**	**$ 37,051**	**$52,797**
						25,001 +	0.004501	$1.482031	$1.482031		$2.11
	33, 34	Commercial Interior ***Non-Structural*** Remodel - All Uses	Non-structurally remodeled space for non-residential occupancies classisfied as CBC Group A, B, E, F, H, I, M, or other commercial occupancies not specifically addressed elsewhere in this Fee Schedule where the structure is not altered, including non-structural tenant improvements	PR	Sq-Ft	1 - 999	0.006560	$2.160049	$2.160049		$3.08
						1,000	**0.006560**	**$2.160049**	**$2.160049**	**$ 2,160**	**$3,078**
						1,001 - 2,499	0.003307	$1.088805	$1.088805		$1.55
						2,500	**0.004608**	**$1.517303**	**$1.517303**	**$ 3,793**	**$5,405**
						2,501 - 4,999	0.001792	$0.590062	$0.590062		$0.84
						5,000	**0.003200**	**$1.053682**	**$1.053682**	**$ 5,268**	**$7,507**
						5,001 - 8,499	0.000549	$0.180631	$0.180631		$0.26
						8,500	**0.002108**	**$0.694191**	**$0.694191**	**$ 5,901**	**$8,408**
						8,501 - 12,499	0.000600	$0.197565	$0.197565		$0.28
						12,500	**0.001626**	**$0.535271**	**$0.535271**	**$ 6,691**	**$9,535**
						12,501 +	0.001626	$0.535271	$0.535271		$0.76
	20, 20.1, 20.2, 20.3, 27, 28, 29	Single Family Dwellings	All newly constructed space for residential occupancies classisfied as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule	PR	Sq-Ft	1 - 749	0.040453	$13.320302	$13.320302		$18.98
						750	**0.040453**	**$13.320302**	**$13.320302**	**$ 9,990**	**$14,236**
						751 - 2,499	0.013109	$4.316335	$4.316335		$6.15
						2,500	**0.021312**	**$7.017525**	**$7.017525**	**$ 17,544**	**$25,000**
						2,501 - 3,999	0.013813	$4.548396	$4.548396		$6.48
						4,000	**0.018500**	**$6.091601**	**$6.091601**	**$ 24,366**	**$34,722**
						4,001 - 5,999	0.004440	$1.461984	$1.461984		$2.08
						6,000	**0.013813**	**$4.548396**	**$4.548396**	**$ 27,290**	**$38,889**
						6,001 - 7,999	0.005550	$1.827480	$1.827480		$2.60
						8,000	**0.011748**	**$3.868167**	**$3.868167**	**$ 30,945**	**$44,097**
						8,001 +	0.011748	$3.868167	$3.868167		$5.51
	21, 22	***Structural*** Residential Remodels and Additions	All newly constructed additions to, or structurally remodeld areas of, residential occupancies classisfied as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule	PR	Sq-Ft	1 - 187	0.062238	$20.493608	$20.493608		$29.20
						188	**0.062238**	**$20.493608**	**$20.493608**	**$ 3,853**	**$5,490**
						189 - 624	0.020245	$6.666113	$6.666113		$9.50
						625	**0.032876**	**$10.825423**	**$10.825423**	**$ 6,766**	**$9,641**
						626 - 999	0.021309	$7.016478	$7.016478		$10.00
						1,000	**0.028539**	**$9.397069**	**$9.397069**	**$ 9,397**	**$13,391**
						1,001 - 1,499	0.006849	$2.255297	$2.255297		$3.21
						1,500	**0.021309**	**$7.016478**	**$7.016478**	**$ 10,525**	**$14,998**
						1,501 - 1,999	0.008562	$2.819121	$2.819121		$4.02
						2,000	**0.018122**	**$5.967139**	**$5.967139**	**$ 11,934**	**$17,006**
						2,001 +	0.018122	$5.967139	$5.967139		$8.50
	23, 24, 70	***Non-structural*** Residential Remodels and Alterations	Non-structurally remodeld space for residential occupancies classisfied as CBC Group R-3, or other similar residential occupancies not specifically addressed elsewhere in this Fee Schedule	PR	Sq-Ft	1 - 187	0.043772	$14.412898	$14.412898		$20.54
						188	**0.043772**	**$14.412898**	**$14.412898**	**$ 2,710**	**$3,861**
						189 - 624	0.014238	$4.688194	$4.688194		$6.68
						625	**0.023122**	**$7.613385**	**$7.613385**	**$ 4,758**	**$6,781**
						626 - 999	0.014986	$4.934601	$4.934601		$7.03
						1,000	**0.020071**	**$6.608841**	**$6.608841**	**$ 6,609**	**$9,418**
						1,001 - 1,499	0.004817	$1.586122	$1.586122		$2.26
						1,500	**0.014986**	**$4.934601**	**$4.934601**	**$ 7,402**	**$10,548**
						1,501 - 1,999	0.006021	$1.982652	$1.982652		$2.83
						2,000	**0.012745**	**$4.196614**	**$4.196614**	**$ 8,393**	**$11,960**
						2,001 +	0.012745	$4.196614	$4.196614		$5.98

					Fee Basis Sq-Ft / Ea	Estimated Average Service Level Hrs	Estimated Average Service Level Cost	TIER I Service Level Flat Rate Fee
MISCELLANEOUS FLAT RATE FEE ITEMS	36	Commercial Coach Installation	Pre-approved and manufactured unit installation covering placement, connections, utilities and accessibilty review and inspections	PR	Flat Rate per structure	9.50	$3,128.12	$ 3,128
	13	Uncovered Decks and Patios	Raised decks and patios, without roof covering, including access stairs	PR	Flat Rate per structure	3.22	$1,060.27	$ 1,060
	62	Demolition	Removal of an entire structure, or substantial portions thereof	OTC	Flat Rate per structure	1.50	$493.91	$ 493.91
	14	Fence or Wall	Exterior security or privacy construction > 6' in height that are non-retaining	PR	Flat Rate per structure	3.00	$987.83	$ 987.83
	65	Flag, Light, Sign Pole	Structural poles, and similar structures, requiring engineered design	PR	Flat Rate per unit	3.50	$1,152.47	$ 1,152
	20.4, 20.5	Manufactured Home	HUD pre-approved and manufactured home installation covering placement, connections and utilities review and inspections	PR	Flat Rate per structure	12.00	$3,951.31	$ 3,951
	20.6, 20.7	Factory or Modular Home	CBC home construction integrating major factory pre-constructed assemblies with locally designed and constructed components requiring review and inspection	PR	Flat Rate per structure	17.00	$5,597.69	$ 5,597.69
	60, 61, 63, 64	PV & Thermal Systems	Ground mounted and elevated residential solar installations	PR	Flat Rate per array	0.45	$148.17	$ 148
	55	Piles, Piers and Foundations	Foundation-only systems under existing or as partial construction	PR	Flat Rate per structure	8.90	$2,930.55	$ 2,930.55
	56	Siding & Stucco	Siding or residing-only of existing structures	OTC	Flat Rate per structure	1.99	$655.26	$ 655
	11	Retaining Walls	Attached and detached structural retaining structures requiring engineering review and inspection	PR	Flat Rate per structure	3.00	$987.83	$ 987.83
	90	Replacement Job Card	Replacement jobsite documentation --not including plans	OTC	Flat Rate per permit	0.50	$164.64	$ 164.64
	53	Reroofing	Replacement of existing roof covering, including removal and/or overlay	OTC	Flat Rate per structure	1.55	$510.38	$ 510
	54	Minor Repairs	Reconstruction or renewal of any part of an existing structure, for the purpose of its maintenance, and requiring not more than two scheduled inspections	PR	Flat Rate per structure	2.96	$974.66	$ 974.66
	57	Skylight Installation	Retrofit to existing structure requiring only minor alterations to the existing roof framing	PR	Flat Rate per structure	1.00	$329.28	$ 329
	10	Struc. Pool, Spa or Hot Tub	Theraputic and recreational water containment structures requiring engineering review and inspection	PR	Flat Rate per unit	8.00	$2,634.21	$ 2,634
	47	Storage Racks	Structural storage rack systems requiring engineering review and inspection	PR	Flat Rate per type	9.90	$3,259.83	$ 3,259.83
	58	Window/Door - Non Struc	Window and door replacements not requiring structural alteration of the existing structure	OTC	Flat Rate per structure	1.50	$493.91	$ 493.91
	59	Window/Door - Struc	Window and door installations requiring structural alteration of the existing structure	PR	Flat Rate per structure	4.00	$1,317.10	$ 1,317
	91	Barge Transfer	Creation of new barge to support an existing floating home	PR	Flat Rate per each	4.00	$1,317.10	$ 1,317
	66	Above Ground Tank	Above ground tanks other than pools, spas, hot tubs	PR	Flat Rate per unit	3.30	$1,086.61	$ 1,086.61
MPE	51	Mechancial Permits	Minor mechanical only work not requiring review or more than two scheduled inspections	OTC	Ea	0.58	$190.65	$ 190.65
	52	Plumbing/Gas Permits	Minor plumbing only work not requiring review or more than two scheduled inspections	OTC	Ea	0.26	$86.27	$ 86
	50	Electrical Permits	Minor electrical only work not requiring review or more than two scheduled inspections	OTC	Ea	0.62	$202.83	$ 202.83
ADDITIONAL FEES	92	Misc Permits or Services	Permits and/or services not addressed elsewhere in this Fee Schedule and charged by the estimated time to provide, prorated to the nearest quarter hour		Per Est Hr	1.00	$329.28	$ 329
	93	Each Additional Hour - Regular Rate	Additional regular time hourly charge prorated to the nearest quarter hour		Per Hr	1.00	$329.28	$ 329
	94	Code Enforcement Violation	Regular time hourly charge for Code Enforcement activity to resolve verified violations, prorated to the nearest quarter hour		Per Hr	1.00	$329.28	$ 329
	95	After Hours Rate	Additional rate when after hours service is requested, prorated to the nearest quarter hour		Per Hr	1.50	$493.91	$ 494
	96	Large Format Plotter Rate	Plot reimbursement charge to recover total costs of staff assisted plot		Per Sq-Ft	0.014	$4.57	$ 4.6
	97	Small Format Photocopy Rate	Photocopy reimbursement charge to recover total costs of staff assisted copy		Per Sheet	0.017	$5.49	$ 5.5

NOTE: Plan review and pre-issuance fees are included, as applicable, and shall be calculated at the average ratio of 77% of the total service level fee.

NOTE: TIER I rates are for CBC CONSTRUCTION TYPES III-B, IV, AND V-B not requiring a fire resistance rating for the entire structure.
TIER II rates are for CBC CONSTRUCTION TYPES I, II, III-A, AND V-A requiring a fire resistance rating for the structure.

NOTE: "REPAIR" is the like-in-kind reconstruction or renewal of any part of an existing building for the purpose of its maintenance.
"ALTERATION" is any construction, remodel or renovation to an existing building *other* than a repair or addition.
"BUILDING PERMIT FEE" is the same as the total service fee and includes the sum of the building permit application fee plus the building permit issuance fee.