



26 Corte Madera Ave., Mill Valley, CA 94941
Phone: (415) 388-4033, building@cityofmillvalley.gov

Wood-Frame Target Story Seismic Retrofit Program Screening Form

In accordance with [Mill Valley Municipal Code Chapter 14.36](#), the owner of each subject building (or the owner's authorized agent) shall complete and submit this Screening Form. In some cases, portions of this form (Section 3, Question 3 and Section 4, Question 1) must be completed by a California licensed architect or civil engineer. Submittal of this Screening Form is required even if the building has completed voluntary seismic strengthening or if the building in its current condition is believed to satisfy the retrofit requirements of MVMC Chapter 14.36. A separate document, **Screening Form Instructions**, provides definitions, additional explanations, and examples for use in completing this Screening Form. Electronic versions of this Screening Form and the Instructions are available at <http://www.cityofmillvalley.gov/962>.

Submit the completed Screening Form by December 15, 2024:

- As a PDF attachment to building@cityofmillvalley.gov with "Screening Form Submittal" in the subject line.

SECTION 1 – Building Information

Parcel Number: _____

Street Address: _____

Building Identifier(s): _____

(If there is only one building on this parcel, leave the Building Identifiers blank. Otherwise, see Instructions.)

Owner(s): _____

Yes No

Does this Screening Form replace a previously submitted Screening Form for the same building? ☐ ☐

If "Yes," indicate which of these conditions applies:

☐ Replace the entire previous Form.

☐ Replace only the following sections: _____

SECTION 2 – Administrative Information

Owner telephone

Owner email address

Owner mailing address

Authorized agent (optional)

Agent telephone

Agent email address

Agent mailing address

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Parcel Number: _____

SECTION 3 – “Subject Building” Check

- See the Instructions for definitions, additional explanation, and examples.
- If needed, the building official is authorized to require additional information to justify your responses.

	<u>Yes</u>	<u>Don't know</u>	<u>No</u>
1. Was the building originally constructed before January 1, 1978? • Also answer “Yes” if the building was permitted for construction before January 1, 1978, or designed under an adopted version of the 1976 or earlier Uniform Building Code.	☐	☐	☐
2. Does the building contain three or more rental housing units? • Include in the count all units potentially available for rent, including manager’s units, vacant units, etc.	☐	☐	☐
3. Does the building have one or more wood-frame target stories? • If “No,” Section 5 must be completed by a California-licensed design professional (architect or civil engineer). If “Yes” or “Don’t know,” a licensed design professional is not required. • For previously retrofitted buildings, see the Instructions.	☐	☐	☐
If “No,” indicate which of these conditions is true:			
☐ The building has no target stories.			
☐ The building has one or more target stories, but they are not wood-frame.			

CONCLUSION: Is the response to ALL THREE questions either “Yes” or “Don’t know”?	☐	☐
• If “Yes,” the building is subject to MVMC Chapter 14.36. Complete and submit this Screening Form. • If “No,” the building is exempt from MVMC Chapter 14.36. Complete and submit this Screening Form but skip Section 4. The Building Department will confirm the exemption in writing.		

SECTION 4 – Compliance Tier Assignment

- If the building is exempt from MVMC Chapter 14.36 (per the Conclusion to Section 3), skip this section.
- See the Instructions for definitions, additional explanation, and examples.

	<u>Yes</u>	<u>No</u>
1. Does the building’s wood-frame target story contain one or more legally permitted dwelling units or other spaces with business (B), mercantile (M) or assembly (A) occupancy? • If “Yes,” Section 5 must be completed by a California-licensed design professional (architect or civil engineer). If “No,” a licensed design professional is not required. • If “Yes,” the building is assigned to Tier 3. Skip Questions 2 and 3. • If “No,” proceed to Question 2.	☐	☐
Assigned to Tier 3		
2. Is any part of the building’s parcel labeled “mostly landslide” on the map at https://www.marinmap.org/Html5Viewer/Index.html?viewer=smmdataviewer ? • If “Yes,” the building is assigned to Tier 2. You may skip Question 3. • If “No,” proceed to Question 3. • Note: A building may also be assigned to Tier 2 if identified as a High Landslide Risk by a licensed engineering geologist. In such cases, answer “Yes” to Question 2, check this box ☐, and see the Instructions. • Note: Buildings assigned to Tier 2 must satisfy additional retrofit design and construction requirements, as described in Bulletin 14.36-1.	☐	☐
Assigned to Tier 2		
3. Check “Yes” to acknowledge that the building is assigned to Tier 1 by default.	☐	NA
Assigned to Tier 1		

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Parcel Number: _____

SECTION 5 – Design Professional Statement

Under penalty of perjury, I certify that the information provided in Section 3, Question 3 and/or Section 4, Question 1, of this Screening Form is based on my personal review of the building and its records, or review by others acting under my direct supervision, and is correct to the best of my knowledge.

Date stamped and signed

Firm name

Design Professional telephone

Design Professional email

[Professional Stamp Here]

SECTION 6 – Owner/Agent Statement

Under penalty of perjury, I certify that the information provided in Sections 1 through 4 of this Screening Form is correct to the best of my knowledge.

☐ If this box is checked, a design professional is not required, and Section 5 is therefore left blank, consistent with the instructions given in Sections 3 and 4.

☐ Owner

☐ Agent

Signature

Date

FOR BUILDING DEPARTMENT USE ONLY

The form appears incomplete, or more information is needed regarding:

SECTION 1: Building Information ☐

SECTION 2: Administrative Information ☐

SECTION 3: "Subject Building" Check ☐

1. Pre-1978 ☐

2. Units ☐

3. WFTS ☐

Conclusion ☐

SECTION 4: Compliance Tier Assignment ☐

SECTION 5: Design Professional Statement ☐

SECTION 6: Owner / Agent Statement ☐

The building is subject to MVMC Chapter 14.36. ☐

The form appears complete and is assumed correct based on Design Professional and Owner / Agent statements. ☐

Reviewer: _____

Date: _____