



ADDITIONS TO COMMERCIAL OR MULTI-FAMILY BUILDINGS

PLAN SUBMITTAL CHECKLIST

An addition to commercial or multi-family building occurs whenever any floor area is added to an existing building. The information provided in this document is general and intended as a checklist for Building Division submittal purposes only, additional requirements may be enforced as deemed appropriate.

Digital Submittal General Requirements (Recommended)

- 1) Create an account through the [City of San Mateo Citizen Self-Service \(CSS\) Portal](#).
- 2) Confirm all files meet the City of San Mateo eReview Submittal Requirements and are generated as PDFs for review (minimum 11" x 17" paper size for drawings).
- 3) Review the [City of San Mateo Online Permit Center](#) Website for procedure on submitting a Building Application.

*NOTE: Please contact the Permit Center Division for guidelines on the process for submitting paper plans by emailing building.info@cityofsanmateo.org.

Additional Potential Requirements Based on the Scope of Work

- **OTHER DEPARTMENT REQUIREMENTS:** Contact other City Departments for information pertaining to other requirements including, but not limited to: zoning and land use requirements, sprinkler requirements, trash & recycling, sewer, easements and encroachments, etc.
- **SAN MATEO HERITAGE TREE ORDINANCE:** It is unlawful for any person to remove or prune any Heritage (Protected) Tree from any property in the City of San Mateo without first obtaining a permit from the City Arborist. Applicants are to pursue other methods of solving tree-related problems, using proven arboricultural techniques, other than removing valuable trees unless absolutely necessary.
- **SAN MATEO COUNTY HEALTH DEPARTMENT FOOD FACILITY APPROVAL:** A plan approval must be obtained from the San Mateo County Environmental Health Department before construction, enlarging, altering, converting, or remodeling any portions of a building for use as a food facility (space where pre-packaged food, cooked food, food products, etc. is served to the public).
- **FEMA FLOOD ZONE:** Properties located in designated Special Flood Hazard Areas, as determined by the FEMA Flood Map, may be subject to additional requirements and measures to mitigate flood risks. These may include elevating the structure(s), floodproofing, and providing necessary documentation to ensure compliance with FEMA floodplain requirements.
- **WATER EFFICIENT LANDSCAPE ORDINANCE (WELO):** The City of San Mateo has adopted a Water Conservation in Landscaping Ordinance to ensure that all qualified development projects comply with the State of California's Water Efficient Landscape Ordinance (WELO). Projects rehabilitating the landscape on site may be subject to measures reducing water usage and allowing efficient use of water to ensure compliance with the ordinance.

ADDITIONS TO COMM/MULTI FAM BLDG PLAN SUBMITTAL CHECKLIST¹

IS ITEM REQUIRED?	Yes	N/A
1. TITLE SHEET		
Project Information – (Address, Suite Number(s), Legal Description, Occupancy Group(s), Construction Type, Number of Stories, Floor Area, Fire Sprinklers)	<input checked="" type="checkbox"/>	
Scope of Work	<input checked="" type="checkbox"/>	
Sheet Index	<input checked="" type="checkbox"/>	
Applicable Design Codes	<input checked="" type="checkbox"/>	
Owner & Licensed Design Professionals' Contact Information	<input checked="" type="checkbox"/>	
Deferred Submittal Items	<input type="checkbox"/>	<input type="checkbox"/>
2. SITE PLAN (with dimensions, 1/8" = 1'-0" scale)		
Project Site Location & Lot Size – (North Arrow, Other Structures on Site, Separation Distances, Slopes, Site Drainage, Adjacent Streets)	<input checked="" type="checkbox"/>	
Location of Tenant Space(s)/Area(s) of Work within the Building	<input type="checkbox"/>	<input type="checkbox"/>
On Site Parking Locations, if Provided	<input type="checkbox"/>	<input type="checkbox"/>
Location(s) of Protected Tree(s), if any	<input type="checkbox"/>	<input type="checkbox"/>
3. ARCHITECTURAL DRAWINGS (with required dimensions, 1/4" = 1'-0" scale)		
Code Analysis (Building Analysis for Floor Area, Height, & Number of Stories, Egress Plan & Analysis, Occupant Load Calculations)	<input checked="" type="checkbox"/>	
Existing Floor Plan(s) – (Existing Layout of Tenant Space(s), Existing Walls/Partitions, Doors, Windows etc., to be demolished)	<input checked="" type="checkbox"/>	
Proposed Floor Plan(s) – (Layout of Tenant Space(s), New Walls/Partitions, Doors, Windows, etc.)	<input checked="" type="checkbox"/>	
Existing Elevation Views – (Show Existing Grade, Floor & Plate Heights, Windows & Doors, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Elevation Views – (Show Finish Grade, Floor & Plate Heights, Windows & Doors, Exterior Wall Finish Materials etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Cross Section Views – (Show Ceiling Heights, Rated Assemblies, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Roof Plan - (Roof Lines, Pitch, Roofing, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility Plans and Details (Accessible Route, Parking, Entrance, Restrooms, Signage, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Detail Sheet(s) – (Wall Assemblies, Floor/Ceiling Assemblies, Penetration Details, etc.)	<input checked="" type="checkbox"/>	

IS ITEM REQUIRED?	Yes	N/A
4. STRUCTURAL DRAWINGS (1/4" = 1'-0" scale)		
General Notes Sheet – (Applicable Code Sections, Material Specifications, Design Criteria & Parameters, etc.)	<input checked="" type="checkbox"/>	
Foundation Plan	<input type="checkbox"/>	<input type="checkbox"/>
Floor Framing Plan(s)	<input type="checkbox"/>	<input type="checkbox"/>
Roof Framing Plan(s)	<input type="checkbox"/>	<input type="checkbox"/>
Structural Detail Sheet(s)	<input checked="" type="checkbox"/>	
5. MECHANICAL, ELECTRICAL & PLUMBING DRAWINGS² (1/4" = 1'-0" scale)		
Mechanical Plans – New Mechanical System (HVAC) & Calculations, Vent Plan & Layout, New Mechanical Equipment Schedule & required Anchorage	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Plans – New Lighting and Control Switches & Load Calculations, Panel Schedule, Line Diagrams, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing Plans – Water, Waste, & Gas Pipe Sizing Calculations, Occupant Load & Number of Fixtures Calculations, Piping Diagrams, Material Schedule, etc.	<input type="checkbox"/>	<input type="checkbox"/>
6. ENERGY DOCUMENTS & FORMS		
Energy Reports are printed on the plans and all required Energy Forms are signed and dated.	<input type="checkbox"/>	<input type="checkbox"/>
7. CALGREEN BUILDING CHECKLISTS		
City of San Mateo Green Building Checklist on the Plans and are signed and dated as required.	<input type="checkbox"/>	<input type="checkbox"/>
8. WELO FORMS, TREE DISCLOSURE STATEMENT (TDS) & ADDRESS ASSIGNMENT		
WELO Screening Form, WELO Short or Long Form	<input type="checkbox"/>	<input type="checkbox"/>
Tree Disclosure Statement (TDS) shall be completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
Address Assignment Application is required for new units/suites in multi-family or commercial buildings	<input type="checkbox"/>	<input type="checkbox"/>
9. SUPPORTING DOCUMENTS (as applicable)		
Structural Calculations, Soil Reports, ICC Reports, Manufacturer's Cut Sheets, Special Inspection Form, Unreasonable Hardship Form, etc.	<input checked="" type="checkbox"/>	

¹ Submittal Checklist for Building Division requirements only, contact other Departments for other requirements

² MEP drawings will not be accepted as deferred submittal(s)