



# DETACHED ACCESSORY BUILDINGS

## Plan Submittal Guide

VERSION 2.0 REVISED 12/28/2017

The purpose of this guide is to provide the minimum Building and Planning Division requirements when submitting plans for building permits for new detached accessory buildings.

The City of San Mateo Municipal Code- Zoning Code includes development standards for detached accessory buildings such as building setbacks, daylight plane, separation between other structures, maximum plate and peak height, parking stall dimension requirements, rear yard maximum coverage, and maximum permitted floor area ratios (FARs) for properties based on the Zoning Classification for each property.

### **DETERMINING A PROPERTIES' ZONING DISTRICT:**

To determine the Zoning District of a specific property in the City of San Mateo, please review the Zoning Map online at <https://www.cityofsanmateo.org/1125/Planning-Maps> to find the specific zoning district that dictates the development standards and permitted land uses.

To review the City of San Mateo Municipal Code Zoning Code standards for accessory structures, please refer online to:

<http://qcode.us/codes/sanmateo/view.php?topic=27&frames=on>

- R1 Districts – Section 27.18.100
- All Other Districts – Chapter 27.70

***The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.***

### **SUBMITTAL REQUIREMENTS:** (Provide the following information)

Provide four sets of plans (scaled and dimensioned) including but not limited to the following:

#### **TITLE SHEET:**

1. A written scope of work.
2. Project Address and Assessor's Parcel Number (APN).
3. Owner and contact information.
4. Applicable Codes including cycle year Description detailing scope of work.
5. Occupancy Group and Type of Construction.
6. Index of all sheets of plans and attachments.

7. Please include the following Property Data Information on the first plan sheet:

DATA INFORMATION		
Zoning Classification:		
Lot Size (Sq. Ft.):		
Permitted Floor Area Ratio:		
Maximum Permitted Floor Area (Sq. Ft.):		
	<i>Existing:</i>	<i>Proposed:</i>
<i>Floor Area (Sq. Ft.):</i>		
Main Structure <sup>1</sup> :		
Attached/Detached Garage(s) or Carports:		
Front Porch:		
Covered Patios/Balconies:		
Detached Accessory Structures:		
Single Family Residence Front Porch Exemption (subtract up to 100 sq. ft.):		
<b>Total Floor Area:</b>		
Total Garage or Carport Parking Stalls (min. 10' by 18'):		
Total Uncovered Parking Stalls (Tandem not Permitted):		
List of All Heritage Trees on Site including Species and Size:		
1. See San Mateo Municipal Code- Zoning Code Section 27.04.200 FLOOR AREA. at:		

**PLOT PLAN** (Minimum scale: 1/8"=1'):

1. North arrow and scale.
2. Adjacent streets drawn and dimensioned to the centerline of the street, showing sidewalks or curb line. Label the distance between the back of the sidewalk or curb and the property line.
3. All dimensioned property lines consistent with County Assessor's Parcel Map or Site Survey.
4. Location, dimension and type of easements.
5. Location and identification of items of all utilities (PG&E, water, sewer lateral, and sewer cleanout) and any obstructions on sidewalks and curbs, such as fire hydrants, utility meters, utility poles, and street lights.
6. Existing and/or proposed driveways and walkways with width of all paved areas (see Zoning Code § 27.18.070-27.18.080, Limits on Paving).
7. Footprint and overhangs or projections (eaves/bay windows/chimneys/balconies/decks) for all structures located on the site. Include all accessory structures, covered patios, covered porches, carports, outdoor mechanical equipment, and any structures with walls and/or a roof on the property.
8. All required garage and uncovered parking stalls (see Zoning Code § 27.18.110).
9. Topographic elevation of the first floor level and spot elevations of existing and finished grade around property to determine daylight plane compliance and adjacent to building footprint for height measurement.
10. All existing, proposed and required yard setbacks measured to the detached structures (see Zoning Code § 27.18.070-27.18.100).
11. Distance between structures.
12. Location, species and size (diameter) of all existing trees both on site and in the City right-of-way (street trees) and note whether they are to be removed.

13. Creeks, steep slopes or other special environmental features.
14. Locations and uses of existing and proposed buildings on the property.
15. Roof outline

#### **FOUNDATION PLAN**

1. Perimeter dimensions of foundation.
2. Sizes of foundation piers.
3. Reinforcing steel sizes and spacing.

#### **FLOOR PLAN**

1. Location of all existing and proposed new walls.
2. Uses of each room and space.
3. Location of existing and new doors and windows.
4. Door and window schedule indicating type, size and energy information.
5. Location of existing and new electrical, plumbing and mechanical devices.
6. Overall exterior dimensions and individual room dimensions for all levels and stories.

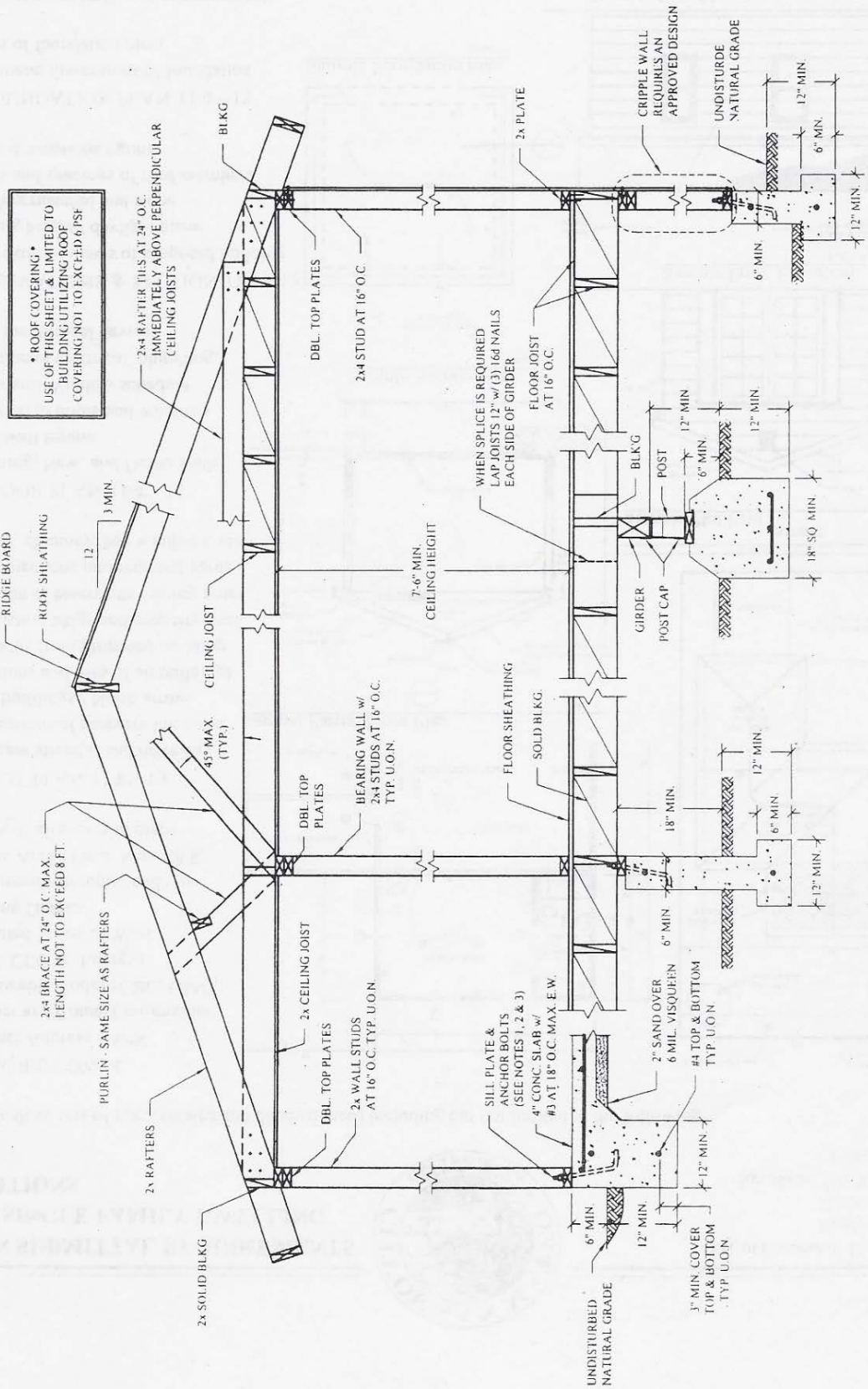
#### **ELEVATIONS AND SECTIONS**

1. Front, rear and side elevations of existing and proposed new work.
2. Roofing material and slope.
3. Sizes, spans and spacing of roof members.
4. Eave dimensions and gutters and leaders.
5. Finished floors and interior heights for all levels.
6. Grade elevation where the height is measured and finished floor elevations. For hillside properties, show existing and proposed grades.
7. Building total height and peak height.
8. Daylight plane.

#### **FLOOR AREA CALCULATIONS OVERLAID ON PROPOSED FLOOR PLANS**

Provide a single plan sheet (scale same as floorplan) showing the floor area calculations with blocked-out areas and calculations for each block to the tenth decimal point

# RESIDENTIAL: ONE-STORY WOOD FRAME CONSTRUCTION DETAIL

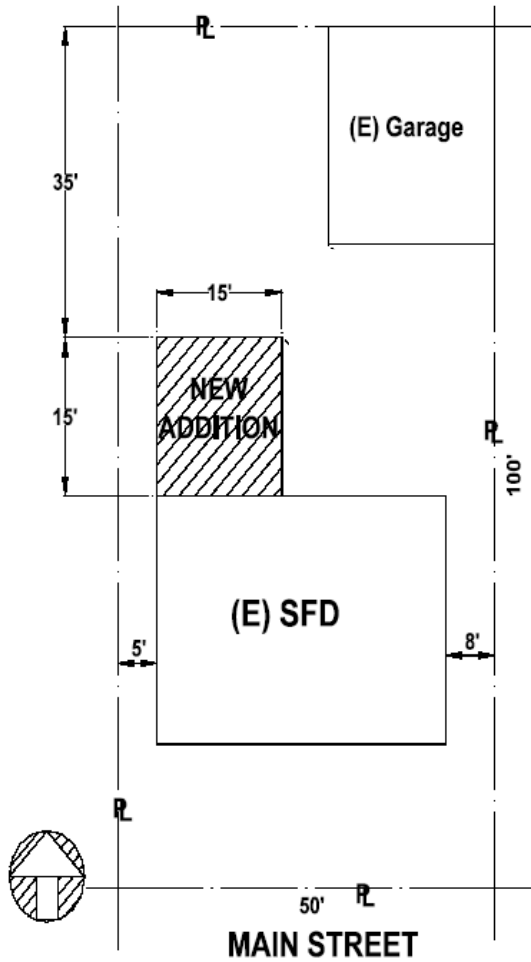


\* ROOF COVERING •  
USE OF THIS SHEET & LIMITED TO  
BUILDING UTILIZING ROOF  
COVERING NOT TO EXCEED 6 PSF

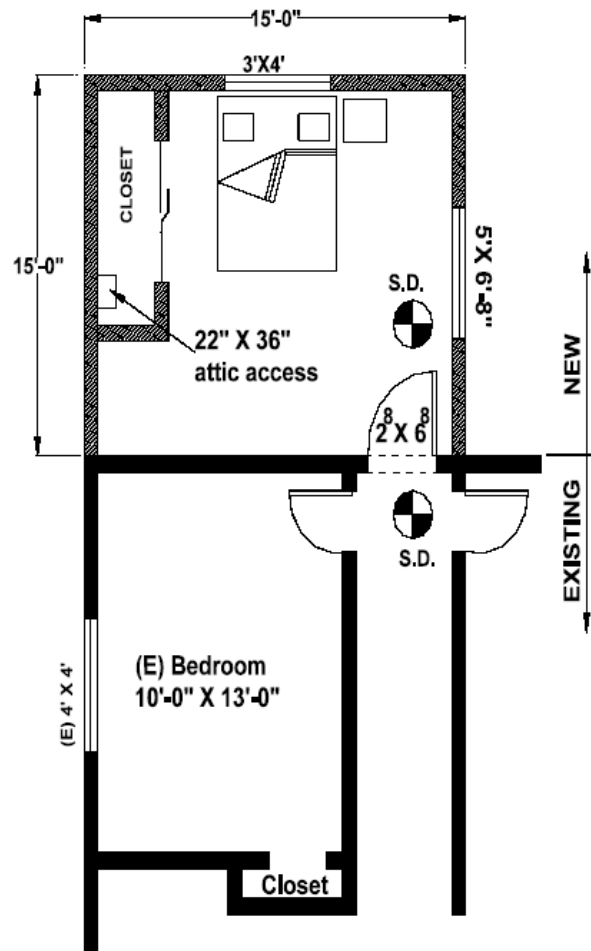
- NOTES:
1. ANCHOR BOLTS: 5/8" DIA x 12" EMBEDDED 7" MIN INTO FOOTING WALL AND SPACED AT 6'-0" O.C. MAX. STARTING WITHING 12" OF SILL ENDS
  2. MUDSILL SHALL HAVE FULL BEARING ON THE FOOTING WALL OR MORTAR BED
  3. ALL FOUNDATION PLATES AND SLEEPERS ON A CONCRETE OR MASONRY FOUNDATION, WHICH IS IN DIRECT CONTACT WITH EARTH, SHALL BE TREATED WITH AN APPROVED PRESERVATIVE OR WOOD OF NATURAL RESISTANCE TO DECAY
  4. MAXIMUM HEIGHT FOR UTILITY GRADE STUD WALL SHALL NOT 8 FEET FOR LOAD-BEARING AND EXTERIOR WALLS NOR 10 FEET FOR INTERIOR NON-LOAD-BEARING WALLS.
  5. MINIMUM CONCRETE STRENGTH,  $f'_c = 2500$  PSI
  6. MINIMUM REINFORCING STEEL STRENGTH,  $f_y = 40$  KSI.

Revised 08/01/05

**Example of SitePlan & Floor Plan:**



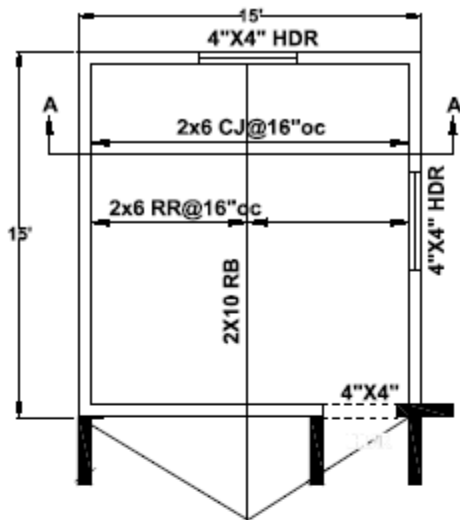
**Plot Plan**



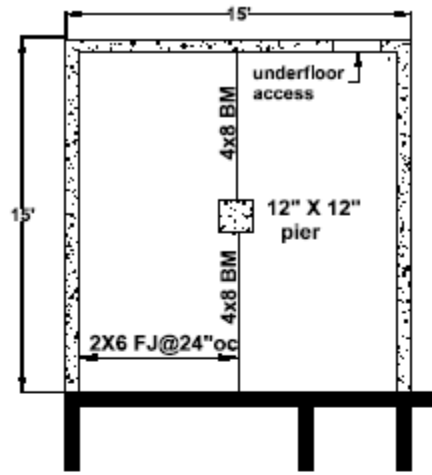
**Floor Plan**

 S.D. = SMOKE DETECTOR

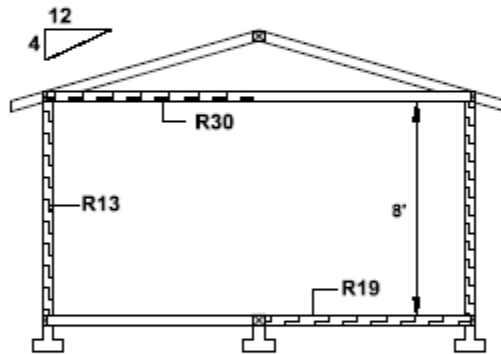
Examples of Roof Framing, Foundation/Floor Framing, Section and Elevation Plans:



**Roof Framing**



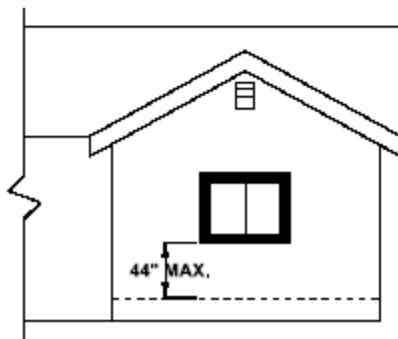
**Foundation/Floor Framing Plan**



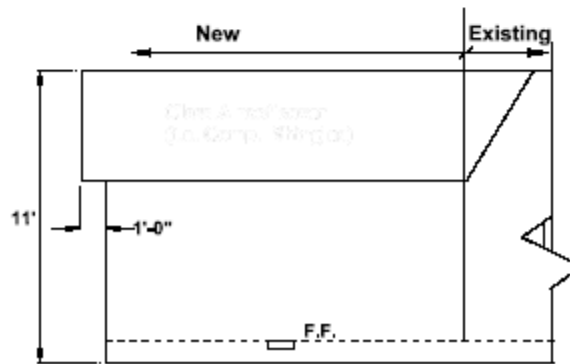
**Section A-A**

R1 Districts: 9' to the plate line and 16' to the peak.

All other districts: 15' to the plate line



**NORTH Elev.**



**WEST Elev.**