



AUTOMOTIVE LIFT PERMIT Guide

For Lifts Existing as of October 1, 2017

VERSION 1.0 5/4/2017

There are nearly 200 auto-related establishments in the City of San Mateo, including gas stations and car washes, and many of these establishments may be using automotive lifts. Many of these lifts have been installed without the required City permits, raising a primary concern regarding safety.

The City will be allowing the continued use of existing automotive lifts installed prior to November 1, 2017, but to protect public safety, the City is requiring the following:

1. Provision of information by each auto-related establishment regarding the existence of auto lifts and any related city permits. If the establishment has no lift, or if the issuance of City permits can be verified for existing lifts, the process ends there.
2. Should unpermitted auto lifts exist, a building and/or electrical permit application(s) must be submitted by April 30, 2018; permit issuance must occur by October 31, 2018. At the time of permit issuance, no other life/safety issues may be present due to the location of existing lifts, such as blockage of emergency access. Permit issuance would end the process here.

Ongoing

Future complaints regarding nonconformance issues related to the auto repair establishments, including trash containers and debris in public view; inoperable vehicles and parts stored outside of buildings; repair work performed outside of buildings and on the street; unpermitted structures; parking violations, particularly excessive double-parking; and graffiti not being addressed in a prompt manner, will continue to be addressed through standard enforcement procedures.

GENERAL

The purpose of this checklist is to clarify the minimum requirements for plan submittal for automotive lifts existing as of October 31, 2017.

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.

WHY DO I NEED A PERMIT?

The purpose of the building permit is to control the type of construction and the use of property in the City of San Mateo. The building permit is based on the 2016 California Building Codes, which were adopted to protect health, general welfare, and the investment in your property. The evidence of a building permit is often necessary to obtain financing from lending agencies.

Many permits also require review by the Planning Division. The Planning Division reviews height, size, and occupancy type of your project as well as neighborhood concerns.

WHEN IS A PERMIT REQUIRED?

A permit is required for any construction, repair, improvement, modification, or demolition. The purpose of the building codes is to protect the health and safety of the community. As stated in the 2016 California Building Code:

"No Building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted, or demolished unless a separate permit for each building or structure has first been obtained from the building official". (CBC 105.1-Permits)

HOW DO I OBTAIN A PERMIT?

To obtain a building permit:

Visit the Building Division Counter at 330 W. 20th Avenue, San Mateo.

- a. 8:00 AM to 4:30 PM, Monday – Friday, except
- b. 9:00 AM to 4:30 PM Thursday

WHAT PLANS ARE REQUIRED?

Plans shall be drawn on a paper size no less than (11" x 17"). Provide three (3) sets of complete plans (samples on pages 2) showing the following:

SPECIFIC REQUIREMENTS

1. **TITLE SHEET:** Provide the following information:
 - a. The property address and APN (Assessor's Parcel Number).
 - b. Tenant space use, occupancy, number of stories.
 - c. Tenant space square footage.
 - d. A written scope of work that defines the number of existing automotive lifts and original date automotive lift(s) were installed.

2. **SITE/FLOOR PLAN:** Show the following existing conditions on the ground level, if applicable:
 - a. Walls
 - b. Partitions
 - c. Doors
 - d. Windows
 - e. Uses of all rooms
 - f. Manufacturers Specifications for the Lift(s), which shall include installation requirements and maintenance schedule.
 - g. Identify all existing automotive lifts
 - h. Identify location of electrical service and connections that were added or modified, to accommodate the lifts.

3. An Owner/Builder Authorization Form is required if the applicant is not the property owner.

WHAT FEES WILL BE REQUIRED?

A permit fee of \$195.60 will be due at time of permit issuance to cover the cost of the permit issuance and inspection.

WHO CAN I TALK TO FOR MORE INFORMATION?

Building Division Contact:

Laura Aguirre, Development Review Tech Supervisor
650-522-7187
laquirre@cityofsanmateo.org

Planning Division Contact:

Richard Patenaude, Contract Planner
650-522-7158 ext6
rpateuaude@cityofsanmateo.org (preferred)

SAMPLE OF TITLE SHEET & FLOOR PLAN:

Owner:

Dan Thomas
333 California Avenue
San Francisco, CA 94440

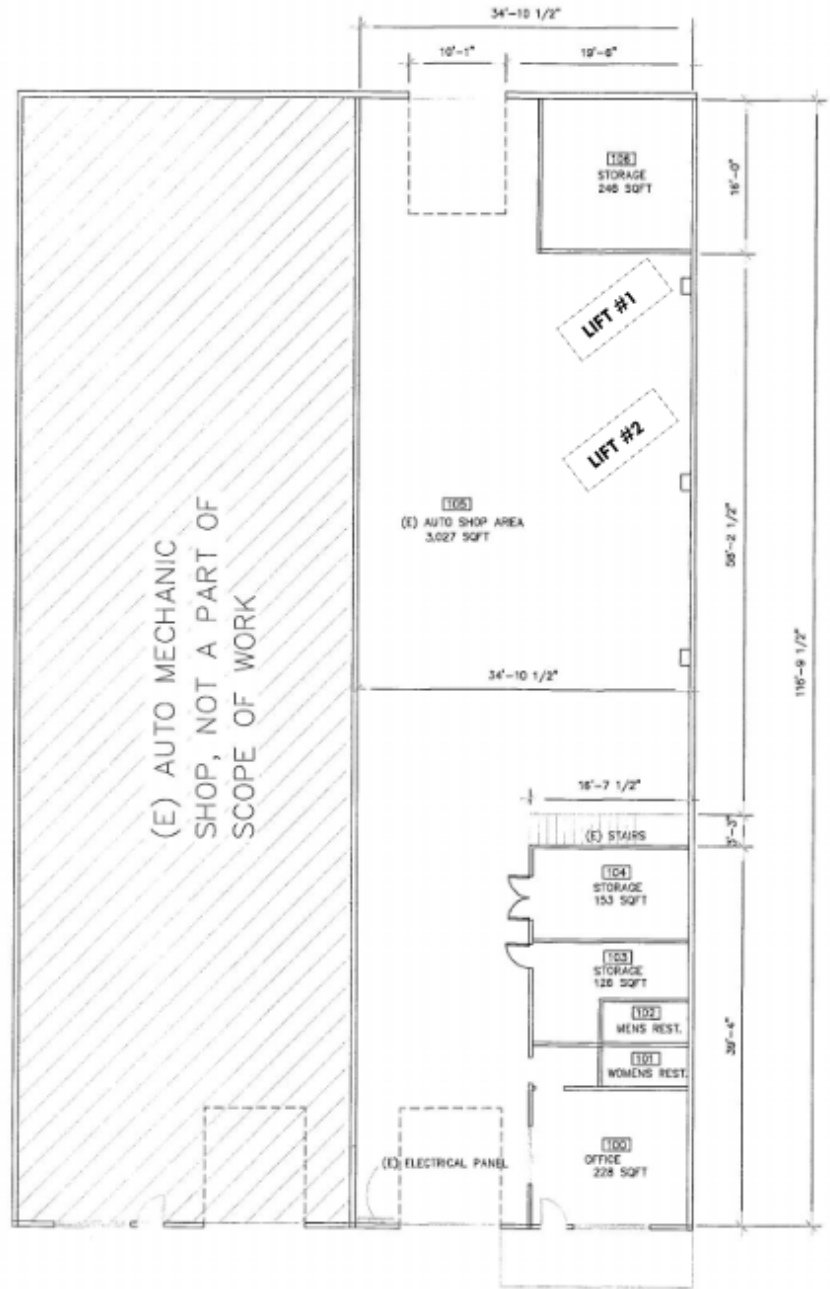
Project Address:

111 3rd East 3rd Avenue
San Mateo, CA 94403

APN – 011-333-2222

Scope of Work:

Legalize (2) - Automotive Lifts that were installed in September 2010.



EXISTING FLOOR PLAN

1/8"=1'-0"