



AUTOMOTIVE LIFT Submittal Checklist

VERSION 1.0 4/24/2017

GENERAL

The purpose of this checklist is to clarify the minimum requirements for plan submittal for automotive lifts existing prior to November 1, 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.

PLAN SUBMITTAL GENERAL REQUIREMENTS

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.

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.

