



SMALL SECOND STORY ADDITIONS TO EXISTING TWO-STORY SINGLE-FAMILY RESIDENCES

- **What is this handout?** This handout provides information about the process for City approval of second story additions of 200 square feet or less of floor area per San Mateo Municipal Code (SMMC) 27.04.200(c), or 20% of the existing building square footage, whichever is less to an existing two-story single-family residence.
- **Small second story additions to an existing two-story single-family residence are processed as follows:**
 - Second story additions less than 50 square feet of floor area per SMMC 27.04.200(c) require only a building permit with no neighbor notification or appeal process.
 - Second story additions of 200 square feet or less of floor area per SMMC 27.04.200(c), or 20% of the existing building floor area, whichever is less, are required to follow the process below.

1. Building Permit application submitted to the Building Division and is routed to the applicable reviewing Divisions/Departments including the Planning Division for plan check reviews.
2. Planner conducts a plan check review of the permit submittal for conformance with the Single Family Dwelling Design (SFDDR) Guidelines and applicable Zoning Code requirements. If it does not comply, a SFDDR may be required by the Planning Division.
3. Once the Building Permit is approved by all reviewing Divisions/Departments, a public notice for the "Notice of Pending Building Permit Issuance" will be prepared. This notice will be mailed directly by the City to provide all property owners, commercial/residential tenants, and relevant neighborhood associations within 500 feet of the project (in addition to the City's email notification list which includes homeowners/neighborhood associations in the City and other citywide interested parties) with a 10 calendar day appeal period. The applicant or their representatives must place a public notice placard(s) for the "Notice of Pending Building Permit Issuance" on a highly visible portion of the project site which informs the public of this appeal period. The City will pay for the full cost of this notice, until a fee is added to the Comprehensive Fee Schedule.
4. If an appeal is not received with 10 days, the building permit will be cleared for issuance.
5. If an appeal is received, the appeal will be processed through the Planning Division as an SFDDR Planning Application in accordance with SMMC 27.08. The applicant is responsible for the cost of processing the cost of the appeal. A pre-application neighborhood informational meeting is not required to be held for this application type.