



## **NEW, ADDITION OR ALTERATION (ADU/JADU/SFD/DUPLEX) RESIDENTIAL PLAN SUBMITTAL GUIDE**

The purpose of this guide is to provide the minimum Building and Planning Division requirements when submitting plans for building permits for residential projects of single-family dwelling (SFD), accessory dwelling unit (ADU) and duplexes.

The City of San Mateo Municipal Code- Zoning Code includes land use regulations and development standards such as building setbacks, daylight plane, maximum plate and peak height, parking requirements, and maximum permitted floor area ratio (FAR) for parcels based on the zoning designation for each property.

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

To determine the Zoning District of a specific property in the City of San Mateo, please search your property on the Property Information Lookup tool online at <https://www.cityofsanmateo.org/propertylookup> 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 for the R1 and R2 Zoning Districts, please visit the Planning Division page: [www.cityofsanmateo.org/planning](http://www.cityofsanmateo.org/planning)

- R1 Districts – Chapter 27.18
- R2 Districts – Chapter 27.20
- Off Street Parking and Loading – Chapter 27.64
- ADUs – Chapter 27.19

*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. Please visit the public service counter to speak to the Planner and Plan Checker on Duty for questions pertaining to your project.*

### **PLAN SUBMITTAL GENERAL REQUIREMENTS**

- 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 e-Review Submittal Requirements and are generated as PDFs for review (min. 11"x17" format 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](mailto:building.info@cityofsanmateo.org)

### **SPECIFIC REQUIREMENTS**

#### **TITLE SHEET:**

1. A complete written description of the scope of work.
2. Name, address and phone number of the architect, designer or draftsman.
3. Indicate the code cycle in effect at the time of application.
4. Occupancy group, type of construction, number stories, existing and proposed area, number of existing/proposed bedrooms & bathrooms.
5. Sheet directory/index.

Building Division (650) 522-7172 • Code Enforcement Division (650) 522-7150  
Housing Division (650) 522-7220 • Planning Division (650) 522-7212 • General (650) 522-7200

6. Include wet or electronic stamps and signatures for architects and engineers on the appropriate sheets.
7. Automatic Fire Sprinkler System (Yes (existing), Yes (new, required), No (not provided))
8. Please include the following Single Family or Duplex Data Information on the first plan sheet:

RESIDENTIAL DATA INFORMATION				
Site Address:				
APN:				
Zoning Classification:				
Lot Size (Sq. Ft.):				
Permitted Floor Area Ratio:				
Maximum Permitted Floor Area (Sq. Ft.):				
Setbacks - Front	Rear	Left	Right	(Facing house from street)
Flood Zone - Yes	No			
				Existing:
				Proposed:
Floor Area (Sq. Ft.):				
Single Family Residence <sup>1</sup> :/ Duplex <sup>2</sup> :				
Attached/Detached Garage(s):				
Front Porch:				
Covered Patios/Balconies:				
Detached Accessory Structures:				
Single Family Residence Front Porch Exemption (subtract up to 100 sq. ft.):				
Total Floor Area:				
Existing Interior Floor Area to be Remodeled:				
Percentage and Linear Feet of Existing Exterior Residence/ Garage Walls to be Demolished <sup>3</sup> :				
Total Floor Area for Parking Requirements (see Zoning Code Section 27.18.110): <sup>1</sup>				
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:		Tree Protection Required - Yes <input type="checkbox"/> No <input type="checkbox"/>		
1. See "SINGLE FAMILY RESIDENCE "FLOOR AREA" AND "PARKING FLOOR AREA" CALCULATION INFORMATION" at the end of this guide. Single Family Residence Floor Area includes all porches (with a limited exclusion), covered patios, covered balconies, possibly attics and basements. 2. See San Mateo Municipal Code- Zoning Code Section 27.04.200 FLOOR AREA. (b) at: <a href="http://qcode.us/codes/sanmateo/view.php?topic=27-27_04-27_04_200&amp;frames=off">http://qcode.us/codes/sanmateo/view.php?topic=27-27_04-27_04_200&amp;frames=off</a> 3. Existing exterior walls that are converted to interior walls shall be counted as walls to be demolished. Doors, including garage doors, entry doors, and sliding glass doors, shall not be included in the percentage calculation of an existing structure's exterior walls.				
Deferred Submittals and Permits – Check all that apply				
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Truss Calcs	<input type="checkbox"/> Structural
<input type="checkbox"/> Encroachment	<input type="checkbox"/> STOPPP	<input type="checkbox"/> Fire Sprinkler		

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

1. All dimensioned property lines consistent with County Assessor's Parcel Map or Site Survey.
2. North arrow and scale.
3. 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.
4. 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.
5. 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).

6. 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.
7. All required garage and uncovered parking stalls (see Zoning Code § 27.18.110).
8. Location, dimension and type of easements.
9. Outline of structures on adjacent properties- window locations may be required in some instances.
10. 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.
11. All existing, proposed and required yard setbacks measured to the first and second floors and to all detached structures.
12. Distance between structures.
13. 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.
14. Creeks, steep slopes or other special environmental features.

EXISTING FLOOR PLAN (Scale: 1/4"=1'): if applicable,

Show the existing conditions on each floor level, including

1. Walls/Partitions
2. Doors/Windows
3. Uses of all rooms, including section and detail references as needed
4. Other pertinent information which clearly identifies all existing items shown
5. Overall exterior dimensions and individual room dimensions for all levels and stories.
6. For Single Family Residences: Label or shade all walls and structures proposed to be demolished. Provide the calculation of the percentage of exterior walls to be demolished or converted. Provide the calculation of the total lineal feet of existing exterior walls and the total lineal feet proposed for demolition. (see Zoning Code § 27.18.035).

Existing exterior walls that are converted to interior walls shall be counted as walls to be demolished. Doors, including garage doors, entry doors, and sliding glass doors, shall not be included in the percentage calculation of an existing structure's exterior walls.

PROPOSED FLOOR PLAN (Scale: 1/4"=1'):

Showing proposed changes on each floor level, including:

1. Walls/partitions
2. Doors/windows, including sizes.
3. Uses of all rooms, including section and detail references as needed
4. Other pertinent information which clearly identifies all new items shown
5. Overall exterior dimensions and individual room dimensions for all levels and stories.

**ROOF PLAN (Scale: 1/4"=1'):**

1. All ridge, valley, and hip lines
2. The roof drainage pattern
3. Roof pitch and eave overhangs
4. Underlayment and flashing
5. Roof covering material with specifications and fire class rating; Re-roof existing to match roof above addition if applicable.
6. For single family residences: Show and shade any areas of an existing roof proposed for demolition. Provide the calculation of the % of existing roof structure to be demolished.

**ELEVATION PLAN (Scale: 1/4"=1'):**

1. Roof lines and pitch(es).
2. Fascia and eave overhangs – show types and colors of exterior materials for siding, roof, trim, railings, eaves, other architectural detailing,
3. Windows/doors - show windows for both existing and new. Show window grid patterns, window operation types, and any obscured glazing.
4. Grade elevation where the height is measured and finished floor elevations. For hillside properties, show existing and proposed grades.
5. Building plate height measured from existing grade to top of building plate line (maximum 24 feet for main structures and attached ADUs in R1 and R2 zoned properties. For detached ADUs, maximum 16 feet). This height is measured from existing grade at any point along the perimeter of a building, to the highest plate line of the structure directly above that point, regardless of whether that point is on the same plane as the building where it touches the ground (see Zoning Code § 27.04.080).
6. Building total height measured from existing grade to top of building roof peak (maximum 32 feet for main structures and attached ADUs in R1 and R2 zoned properties. For detached ADUs, maximum 24 feet)
7. For single family residences: Daylight Plane, drawn and dimensioned from the property lines, for main structure and ADU(s) (see Zoning Code § 27.18.050b). Please review the “Dormer” definition in detail and consult with a planner before application submittal if any dormer intrusions are proposed.

**CROSS SECTION PLAN (Scale: 1/4"=1'):**

1. Framing elements, including stair construction and foundation.
2. Floor and roof finished floors and interior heights.
3. Clearly depict the conditions of the structure and detail references
4. Daylight plane.
5. Also, see items #4, 5, & 6 from “ELEVATION PLAN” section.

**MECHANICAL, ELECTRICAL, & PLUMBING PLAN (Scale: 1/4"=1'):**

1. New and existing furnace, air conditioning unit and duct work locations.
2. New plumbing fixtures specifications.
3. New and existing water heater locations and specifications.
4. Line diagram for new gas line with sizes and distances.
5. New and existing electrical panel and subpanels (if applicable) ratings and locations.
6. New receptacle and switch locations and types.
7. New lighting locations and types.
8. If applicable, new EVSE location.

**FOUNDATION PLAN (Scale: 1/4"=1'):**

1. Footing locations
2. Slab and footing reinforcement
3. Anchor bolt and hold-down schedule
4. Section and detail references
5. Other pertinent information with dimensions

**FLOOR & ROOF FRAMING PLAN (Scale: 1/4"=1'):**

1. Floor and ceiling joists
2. Roof rafters or trusses and hips or valleys framing members
3. Support beams, headers and posts
4. Shear wall locations and schedule
5. All framing hardware including hold-downs, straps and other connection hardware
6. Section and detail references
7. Floor and roof sheathing and nailing specifications
8. Other required structural information

**STRUCTURAL DETAIL SHEET(S):**

1. General notes and material specifications
2. Shear wall and header schedules etc.
3. All framing hardware including hold-downs, straps and other connection hardware.
4. All typical and required specific structural sections and details
5. Other required structural information

**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 (see Attached Single Family Residence "Floor Area" and "Parking Floor Area" Calculation Information).

**ENERGY DOCUMENTATION AND CALCULATIONS:**

Provide documentation that shows the work complies with the California Energy Code as follows:

1. Performance forms may be prepared by Certified Energy Consultant selected from the approved list at <http://cabec.org> ("Find an Energy Professional" / CEPE roster).
2. Applicants may also use the Prescriptive forms available at California Energy Commission web site or Energy Code Ace
3. The documents shall be printed on the plans
4. Minimum sheet size = same size as plan sheets submitted.
5. All energy components specified in the CF-1R documents shall also be shown graphically on the plan / section views.
6. Location and R-values of all new walls, floor, ceiling and attic insulation specified in the CF-1R documents shall also be shown graphically on the plans.
7. The U-factor of all new (N) and replacement windows, skylights and doors with glass inserts specified in the CF-1R documents shall also be shown graphically on the plans.

## CALGREEN BUILDING CHECKLIST:

If the addition or alteration increases the building's conditioned area, volume, or size provide documentation that shows the work complies with the California Green Building Code and City of San Mateo amendments.

1. The requirements apply only to the specific area of the addition or alteration.
2. Complete the CalGreen Checklist - New & Altered Residential Bldg. on the plans. The checklist is available on the city website.
3. Minimum sheet size = same size as plan sheets submitted.
4. All green building components specified in the form shall also be shown graphically on the plan/section views.
5. Separate sheets showing Green Building components are recommended for clarity.

## TREE DISCLOSURE STATEMENT

1. The requirements apply to all new, addition and alteration.
2. Complete the Tree Disclosure Statement form in 8-1/2"x11" size. The form is available on the city website.
3. Applicant needs to sign the forms.

## ADDITIONAL REQUIREMENTS – FOR ADU/JADU PROJECTS ONLY

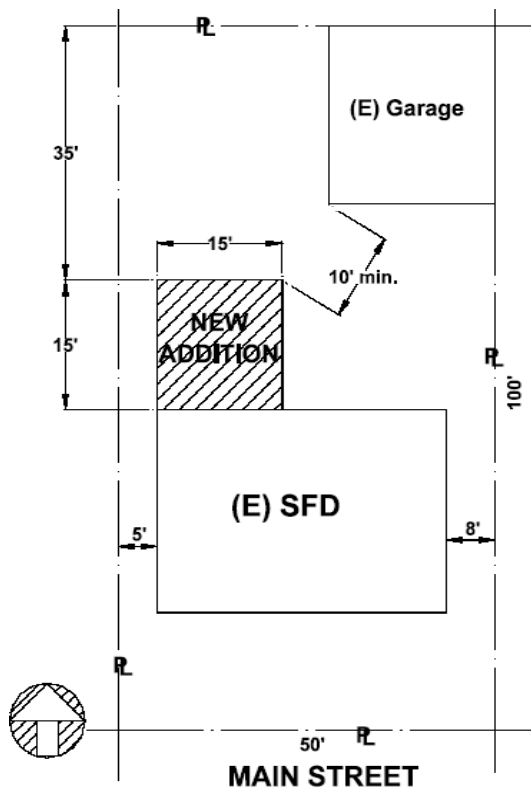
Note that the following items will be required for projects including an ADU and/or JADU prior to Building Permit Issuance (may be deferred until after all Plan Check reviews are completed). Please contact the Project Planner for any questions.

1. Receipt of completed [ADU Affordability Survey](#).
2. Proof of recorded deed restriction (for JADUs only). Deed restriction will be prepared by the Project Planner after all Plan Check reviews have been completed, with instructions for recordation.

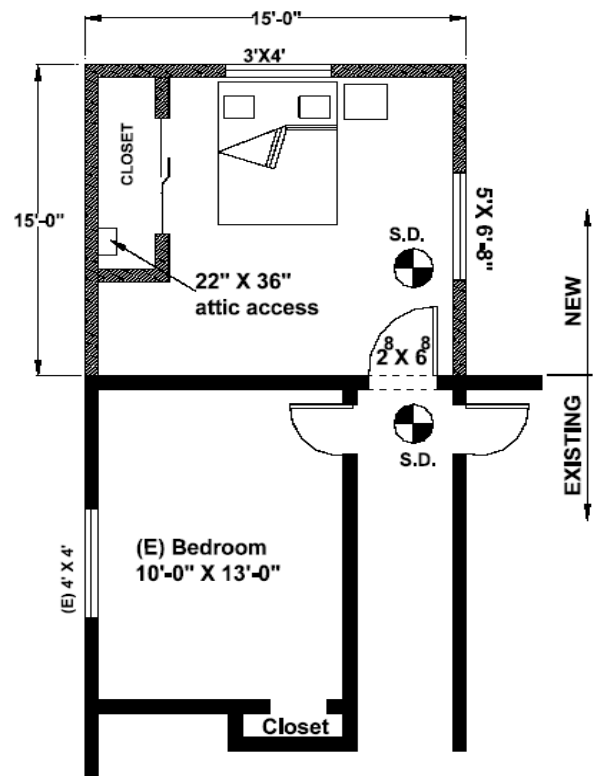
## POSSIBLE ADDITIONAL REQUIREMENTS

1. **STRUCTURAL PLANS AND CALCULATIONS:** If the new, addition, or alteration is designed by a structural engineer, the specifications shall include structural calculations.
2. **BAY AREA AIR QUALITY NOTIFICATION FORM:** For demolition of the entire structure fill out the [Notification Form](#)
3. **FIRE SPRINKLER REQUIREMENTS:** Automatic fire sprinklers may be required to be installed. Refer to "Standard for the Determination of Fire Sprinkler Retrofit" handouts from San Mateo Consolidated Fire Department.
4. **ENCROACHMENT PERMIT REQUIREMENTS:** Encroachment permit from Public Works Department shall be obtained for any work within the City right-of-way (i.e. sidewalk, curb-cut, new driveways, debris boxes, etc.).
5. **SAN MATEO PROTECTED TREE ORDINANCE:** It is unlawful for any person to remove or prune any Protected Tree from any property in the City of San Mateo without first obtaining a permit from the City Arborist. Applicants shall utilize proven arboricultural techniques or other methods to preserve the life of all Protected Trees. Tree removal shall only be considered if deemed essential to the project.
6. **SAN MATEO-FOSTER CITY SCHOOL DISTRICT FEES:** New residential units and additions greater than 500 (750 for ADU's) square feet require school facilities per fee schedule. Fees must be paid to the School District prior to building permit issuance.
7. **CONSTRUCTION & DEMOLITION (C&D) DEBRIS DEPOSIT FEES:** The construction or full demolition of all residential buildings and alteration of any building (when the value of the alteration exceeds \$50,000) are covered. The applicant shall pay a refundable deposit per fee schedule and complete a C&D plan.
8. **SEWER CONNECTION IMPACT FEES:** Any conversion where there is an increase in usage.
9. **STORMWATER POLLUTION PREVENTION PERMIT (STOPPP):** Generally, any work with over 20 cubic yards of soil disturbance, may require a Public Works Storm Water Pollution Prevention Permit.

## Example of Plot Plan & Floor Plan:



**Plot Plan**

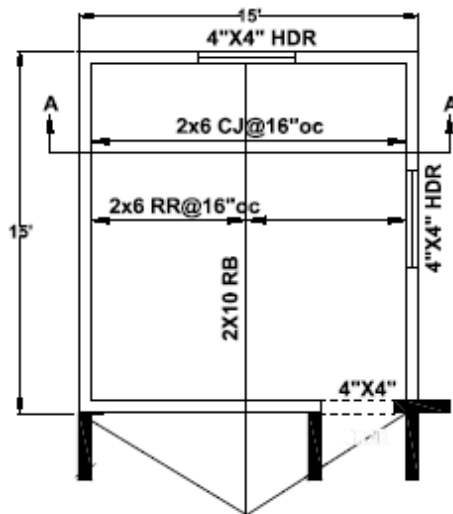


**Floor Plan**

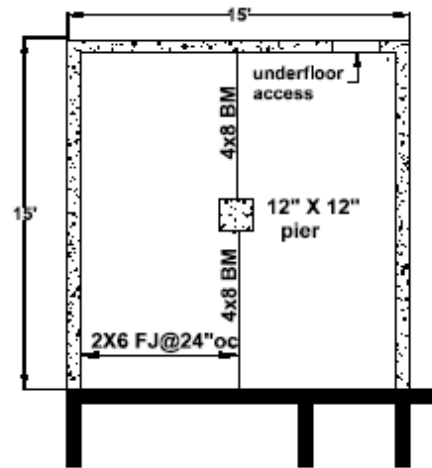


S.D. = SMOKE DETECTOR

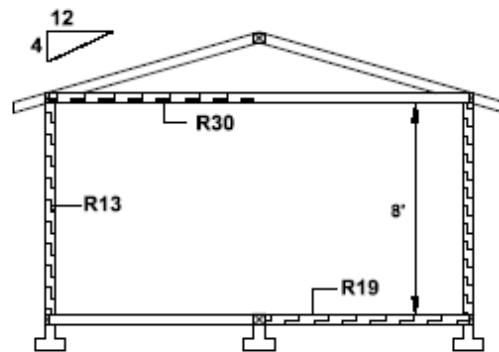
Examples of Roof Framing, Foundation/Floor Framing, Section and Elevation Plans:



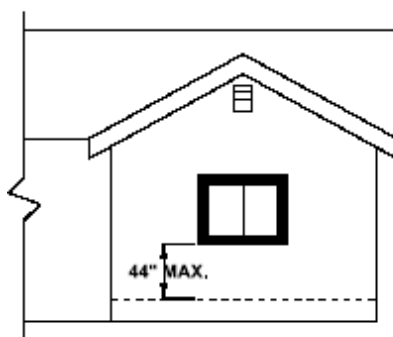
**Roof Framing**



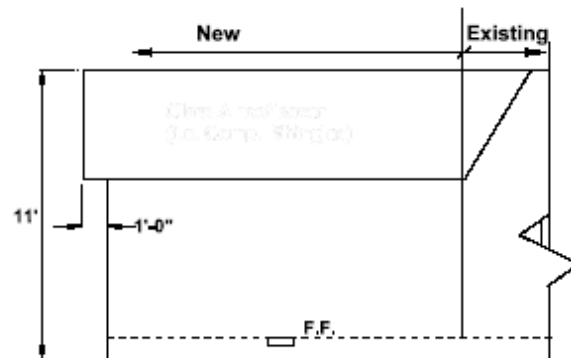
**Foundation/Floor Framing Plan**



**Section A-A**



**NORTH Elev.**



**WEST Elev.**



## SINGLE FAMILY RESIDENCE “FLOOR AREA” AND “PARKING FLOOR AREA” CALCULATION INFORMATION

This document provides clarification about the calculation of “Floor Area” and “Parking Floor Area” for Single Family Residences. The Floor Area definition in the City of San Mateo Municipal Code (SMMC) is as follows:

### SMMC 27.04.200 FLOOR AREA.

#### (a) Definitions.

- (1) Floor Area. Floor area means the sum of the gross horizontal areas of all principal and accessory buildings and above grade covered parking on a zoning plot.
- (2) Floor Area Ratio (FAR). Floor area ratio means the gross floor area of the buildings on a zoning plot divided by the net lot area.

#### c) Measurement, for single-family dwellings in R1 zoning districts, shall include the following:

- (1) All area enclosed within the walls of the principal structure (measured from the outside perimeter of said walls).
- (2) The area of all accessory structures, including garages, carports, storage sheds, and covered patios, porches (excepting covered porches of up to 100 square feet), and other similar structures that are enclosed on three or more sides.
- (3) Any interior space where the vertical distance between the upper surface of the floor and the floor above is 15 feet or more shall be counted as twice the floor area. If there is no floor above the space, then the distance shall be measured to the underside of the roof structure.
- (4) Attic space is considered floor area when area “A” is at least 50% of areas “A” and “B” combined in the following plan-view diagram:

Area “B”	Area “A”	Area “B”
(ceiling height between 5’ and 7’ 6”)	(ceiling height 7’ 6” or greater)	(ceiling height between 5’ and 7’ 6”)

- (5) A basement is considered floor area and a story when more than one-half the area of the outermost basement walls are above finished or pre-existing grade (whichever is lower) and the surface of the finished floor level above is either:

- (A) More than four feet above finished or pre-existing grade (whichever is lower) for more than 50% of the total perimeter, or
- (B) More than 12 feet above finished or pre-existing grade (whichever is lower) at any point.

## Single Family Residence Floor Area Calculation

Specific clarifications consist of the following items that are included in the Residential Floor Area calculation:

- All accessory structures with a roof including storage sheds, detached garages, structures covering paved surfaces such as patios (“covered patios”), and carports.
- All ADU area (up to 800 square feet of ADU area is exempt from total FAR. For ADUs exceeding 800 square-feet, the area over 800 square feet shall count towards total FAR)
- Covered balconies, covered terraces and covered decks.
- Covered porches (excepting front covered porches of up to 100 square feet- see more detailed information on next page).
- Other similar structures that are covered and enclosed on three or more sides – for example, a trash and recycling bin enclosure.
- Basements (see more detailed information on next page).
- Attics (see more detailed information on next page).
- Multiple-level stairwells and elevators are counted only as ground floor area.

Clarification is provided below:

- *Porches:* A porch is defined in San Mateo Municipal Code Section 27.04.390 as: “A covered entrance to a building or a roofed-over structure projecting out from the exterior wall or walls of a main structure and commonly open to the weather in part.”

Below is a list of more detailed characteristics of a porch:

- It is a covered entrance to a residence;
- It projects out from the exterior wall or walls of a main structure with a differentiated (i.e. separate and typically lower) roof form from the main structure or is recessed into the main structure;
- It is open to the weather in part- that is, there are no walls enclosing it, but there are open or solid low (42” or less) railings and columns; and,
- There are stairs or a walkway leading to the front porch from the sidewalk or driveway.

The intent behind the 100-square-foot exemption for a covered porch was to allow for an architectural feature that creates a ‘human scaled’ appearance while activating the street and providing opportunities for neighborhood interaction and eyes on the street.

Covered structures located in the rear of a single-family dwelling, are not porches. These structures are considered to be covered patios or covered balconies. As such, the 100-square-foot exemption for covered structures located in the rear is not permitted.

- *Basements:* The entire basement area counts as floor area if it meets the definition for floor area in SMMC 27.04.200(6) Floor Area. An example of an area under a residence that doesn’t count as floor area is crawl space under a foundation, which has dirt on the bottom, no walls, and no floor. A floor is considered any permanently finished surface that is not dirt, with the exception of rat-proofing material. When a basement area is considered floor area, the entire area enclosed within the exterior walls of the basement is included (measured from the outside perimeter of said walls).

- *Attic Space:* The Zoning Administrator has made an official determination that in order for existing or new attic space to qualify as an exemption from floor area as defined in SMMC 27.04.200 Floor Area, the developed attic area must be a room or a space located immediately below and completely enclosed by the roof of a building. The entire attic space must be enclosed by the roof and not any exterior walls (with the exception of the gable “wall ends” of the roof structure that may be vertical only on the ends of the roof structure). The attic must be located above the plateline of a building, which is defined in San Mateo Municipal Code Section 27.04.386 as the line established by the horizontal girder which supports the trusses or rafters of a roof. True dormers, meeting the Zoning Code definition, are permitted only in the sloping roof portion but must comply with SMMC Section 27.04.156 Dormer – also refer to the Zoning Administrator Public Information for Dormers.

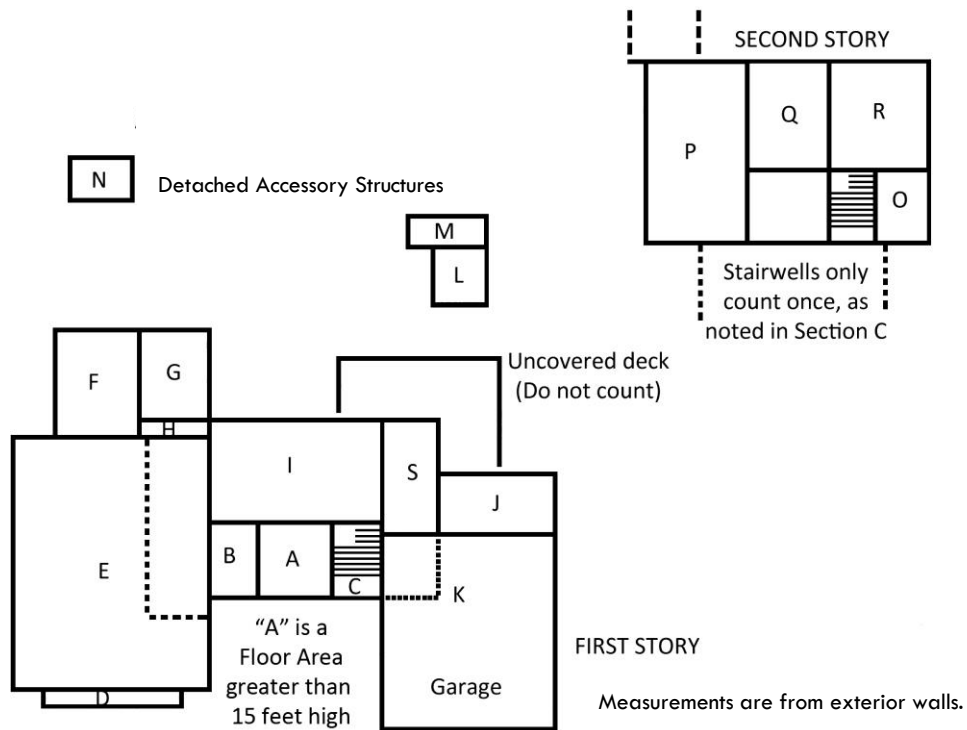
If existing or new attic space qualifies as an inclusion in Residential Floor Area as defined in SMMC 27.04.200 Floor Area, the measurement of the square footage of attic areas is measured by calculating the entire area enclosed by the roof, or within any permanent solid full height walls that frame out the attic space (measured from the outside perimeter of said walls).

#### Single Family Residence Parking Floor Area Calculation

The definition of floor area of single-family dwellings for the purposes of calculating the number of parking stalls required for single family residences (“Parking Floor Area”) is different than the definition of floor area for calculating the maximum permitted Floor Area contained in Zoning Code Section 27.04.200 (c) Floor Area. Per SMMC Section 27.18.110, the calculation for determining Parking Floor Area excludes enclosed parking facilities, uninhabitable accessory structures, and covered patios. Additional notes included below for clarification:

- *Habitable Accessory Structures:* The square footage of all habitable accessory structures is included in the “Parking Floor Area” total. Most accessory structures are classified as habitable by the Planning Division for this purpose as they include finished and/or conditioned interior space, regardless of whether or not the accessory structure is used for living or habitation purposes. Simple metal sheds and detached storage rooms with no foundations, electrical outlets or plumbing fixtures are more commonly considered uninhabitable accessory structures.
- *Other:* Covered front porches, covered patios, covered terraces, covered balconies and covered decks are excluded in the “Parking Floor Area” total.
- *Garages/Carports:* Garages and carport floor area is excluded in the “Parking Floor Area” total; however, any separate storage rooms or utility rooms adjacent to the garage are included.

## Floor Area Calculation Example



SECTION	DIMENSIONS	AREA
A	(10' x 10') x 2	200 Square Feet
B	6' x 10'	60 Square Feet
C	6' x 10'	60 Square Feet
D	18' x 2.5'	45 Square Feet
E	26' x 34'	884 Square Feet
F	11' x 14' 4"	158 Square Feet
G	9' x 12'	108 Square Feet
H	9' x 2' 14"	21 Square Feet
I	22' x 14'	308 Square Feet
J	15' x 8'	120 Square Feet
K	22' x 26'	572 Square Feet
L	7' x 8'	56 Square Feet
M	10' x 4' 2"	42 Square Feet
N	8' x 6'	48 Square Feet
O	14' x 14'	196 Square Feet
P	13' x 24'	312 Square feet
Q	10' x 14'	140 Square feet
R	13' x 24'	312 Square Feet
S	8' x 16'	128 Square feet
TOTAL		3,770 Square feet