



CHANGE OF OCCUPANCY PLAN SUBMITTAL CHECKLIST

A change of occupancy occurs when a commercial or multi-family building undergoes a change in occupancy groups (e.g. an A-2 occupancy restaurant changed to M occupancy grocery store). The information provided in this document is general and intended as a checklist for Building Division submittal purposes only, additional requirements may be enforced as deemed appropriate.

***NOTE: Plans are required even when no physical construction is planned as part of change of occupancy.**

Digital Submittal General Requirements (Recommended)

- 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 eReview Submittal Requirements and are generated as PDFs for review (minimum 11" x 17" paper size 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.

Additional Potential Requirements Based on the Scope of Work

- **OTHER DEPARTMENT REQUIREMENTS:** Contact other City Departments for information pertaining to other requirements including, but not limited to: zoning and land use requirements, sprinkler requirements, trash & recycling, sewer, easements and encroachments, etc.
- **SAN MATEO HERITAGE TREE ORDINANCE:** It is unlawful for any person to remove or prune any Heritage (Protected) Tree from any property in the City of San Mateo without first obtaining a permit from the City Arborist. Applicants are to pursue other methods of solving tree-related problems, using proven arboricultural techniques, other than removing valuable trees unless absolutely necessary.
- **SAN MATEO COUNTY HEALTH DEPARTMENT FOOD FACILITY APPROVAL:** A plan approval must be obtained from the San Mateo County Environmental Health Department before construction, enlarging, altering, converting, or remodeling any portions of a building for use as a food facility (space where pre-packaged food, cooked food, food products, etc. is served to the public).
- **FEMA FLOOD ZONE:** Properties located in designated Special Flood Hazard Areas, as determined by the FEMA Flood Map, may be subject to additional requirements and measures to mitigate flood risks. These may include elevating the structure(s), floodproofing, and providing necessary documentation to ensure compliance with FEMA floodplain requirements.
- **WATER EFFICIENT LANDSCAPE ORDINANCE (WELO):** The City of San Mateo has adopted a Water Conservation in Landscaping Ordinance to ensure that all qualified development projects comply with the State of California's Water Efficient Landscape Ordinance (WELO). Projects rehabilitating the landscape on site may be subject to measures reducing water usage and allowing efficient use of water to ensure compliance with the ordinance.

CHANGE OF OCCUPANCY PLAN SUBMITTAL CHECKLIST¹

IS ITEM REQUIRED?	Yes	N/A
1. TITLE SHEET		
Project Information – (Address, Suite Number(s), Legal Description, Occupancy Group(s), Construction Type, Number of Stories, Floor Area, Fire Sprinklers)	☒	
Scope of Work	☒	
Sheet Index	☒	
Applicable Design Codes	☒	
Owner & Responsible Designers' or Licensed Design Professionals' Contact Information	☒	
Deferred Submittal Items	☐	☐
2. SITE PLAN (with dimensions, 1/8" = 1'-0" scale)		
Project Site Location & Lot Size – (North Arrow, Other Structures on Site, Separation Distances, Slopes, Adjacent Streets)	☒	
Location of Tenant Space(s)/Area(s) of Work within the Building	☐	☐
On Site Parking Locations, if Provided	☐	☐
Location(s) of Protected Tree(s), if any	☐	☐
3. ARCHITECTURAL DRAWINGS (with required dimensions, 1/4" = 1'-0" scale)		
Code Analysis - (Building Analysis for Floor Area, Height, & Number of Stories, Egress Plan & Analysis, Occupant Load Calculations)	☒	
Existing Floor Plan(s) – (Existing Layout of Tenant Space(s), Existing Walls/Partitions, Doors, Windows etc., to be demolished)	☐	☐
Proposed Floor Plan(s) – (Layout of Tenant Space(s), New Walls/Partitions, Doors, Windows, etc.)	☒	
Existing Elevation Views – (Show Existing Grade, Floor & Plate Heights, Windows & Doors, etc.)	☐	☐
Proposed Elevation Views – (Show Finish Grade, Floor & Plate Heights, Windows & Doors, Exterior Wall Finish Materials etc.)	☐	☐
Cross Section Views – (Show Ceiling Heights, Rated Assemblies, etc.)	☐	☐
Roof Plan - (Roof Lines, Pitch, Roofing, etc.)	☐	☐
Accessibility Plans and Details (Accessible Route, Parking, Entrance, Restrooms, Signage, etc.)	☒	
Architectural Detail Sheet(s) – (Wall Assemblies, Floor/Ceiling Assemblies, Penetration Details, etc.)	☐	☐

IS ITEM REQUIRED?	Yes	N/A
4. STRUCTURAL DRAWINGS (1/4" = 1'-0" scale)		
General Notes Sheet – (Applicable Code Sections, Material Specifications, Design Criteria & Parameters, etc.)	☐	☐
Foundation Plan	☐	☐
Floor Framing Plan(s)	☐	☐
Roof Framing Plan(s)	☐	☐
Structural Detail Sheet(s)	☐	☐
5. MECHANICAL, ELECTRICAL & PLUMBING DRAWINGS² (1/4" = 1'-0" scale)		
Mechanical Plans – New Mechanical System (HVAC) & Calculations, Vent Plan & Layout, New Mechanical Equipment Schedule & required Anchorage	☐	☐
Electrical Plans – New Lighting and Control Switches & Load Calculations, Panel Schedule, Line Diagrams, etc.	☐	☐
Plumbing Plans – Water, Waste, & Gas Pipe Sizing Calculations, Occupant Load & Number of Fixtures Calculations, Piping Diagrams, Material Schedule, etc.	☐	☐
6. ENERGY DOCUMENTS & FORMS		
Energy Reports are printed on the plans and all required Energy Forms are signed and dated.	☐	☐
7. CALGREEN BUILDING CHECKLISTS		
City of San Mateo Green Building Checklist on the Plans & are signed and dated as required.	☐	☐
8. WELO FORMS, TREE DISCLOSURE STATEMENT (TDS) & ADDRESS ASSIGNMENT		
WELO Screening Form, WELO Short or Long Form	☐	☐
Tree Disclosure Statement (TDS) shall be completed and signed	☐	☐
Address Assignment Application is required if adding or modifying suite/unit numbers	☐	☐
9. SUPPORTING DOCUMENTS (as applicable)		
Structural Calculations, Soil Reports, Manufacturer's Cut Sheets, ICC Reports, Special Inspection Form, Unreasonable Hardship Form, etc.	☐	☐

¹ Submittal Checklist for Building Division requirements only, contact other Departments for other requirements

² MEP drawings will not be accepted as deferred submittal(s)