



COMMERCIAL - NEW BLDG + INDUSTRIAL BLDG Plan Submittal Checklist

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GENERAL

The purpose of this checklist is to clarify the minimum building code requirements when submitting plans for a permit to construct a new commercial or industrial building.

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.

SUBMITTAL REQUIREMENTS FOR NEW COMMERCIAL & INDUSTRIAL BUILDINGS

This checklist is a summary of information that you must provide to obtain a Building Permit for a new commercial or industrial building in the City of San Mateo. This list is provided to assist you in achieving an acceptable and complete initial submittal when applying for a Building Permit. City Building staff will assist you in determining which items apply to your project.

DOCUMENT SUBMITTAL LIST

1. **Drawings:** 4 sets (5 sets needed if Hazardous Materials are involved) of 24" x 36" sheets (Suggested Minimum Blueprints Size)
 - a. General Information
 - b. Plot Plan
 - c. Grading and Drainage Plans
 - d. Landscape Plans
 - e. Architectural Plans:
 - 1) Floor Plan
 - 2) Roof Plan
 - 3) Exterior Elevations
 - 4) Disabled Accessibility Features.
 - f. Structural Plans:
 - 1) Foundation Plan
 - 2) Floor Framing Plan
 - 3) Roof Framing Plan
 - 4) Truss Information
 - 5) Cross Section
 - 6) Structural Framing Details
 - g. Relevant information on New Plumbing, Mechanical, and Electrical Components
2. **Calculations:** (2) sets
 - a. Structural Calculations (for Vertical and Lateral Loads)
 - b. Energy Calculations and Forms
3. **Other Documents:** (2) sets
 - a. Soils Report and Geologic Study may be required in special conditions.
 - b. Hazardous Material Inventory List (list type and quantities of chemicals stored on site)

- c. Specifications.
- d. Title 24 Accessibility forms to be completed and signed.

EXPANDED INFORMATION ON ABOVE DOCUMENTS

A-1. General Information

1. Signature and stamp on all documents by Preparer, Architect, or Engineer
2. Name, Title, Registration (if applicable), address, & phone number of Design Professional
3. Project name and address, as well as Project Owner's name, address, and phone number.
4. Cover Sheet Information
 - a. Applicable Codes
 - b. Description of Scope of All Work
 - c. Occupancy Group(s) and Type of Construction
 - d. Allowable Floor Area Calculations
 - e. Floor areas listed for each floor and tenant.
 - f. Index of Drawings
5. Scale for all Drawings and Details

A-2. Plot Plan

1. Lot Dimensions, showing Whole Parcel, Property Lines, and Street Location(s)
2. Building Footprint with all Projections and Dimensions to Property Lines
3. Location of easements and utilities on site
4. Parking layout, driveway locations, and sidewalk design (Fully detail all Disabled Accessibility Features)
5. Locate existing fire hydrants within 500 feet of the project.
6. Vicinity Map and North Arrow
7. Location of Easement and Utilities on Site
8. Detail exit door locations

A-3. Grading and Drainage Plans

1. Existing and proposed grading plans (detail tops and toes of slopes)
2. Pad elevation and ground slope drainage scheme and topographic plan drawn to 5 foot contours.

A-4. Landscape Plans

1. Accessory Structures, Walkways, Swimming Pools, etc. (including Disabled Accessibility Plan Features)

A-5. Architectural Plans

1. Architectural floor plans of unit/suite and building plan
2. Disabled accessibility features fully detailed and dimensioned.
3. Exit locations, paths, and lighting.
4. Exterior elevations.
5. Window schedule: List sizes and types (detail safety glazing locations)
6. Door schedule: List sizes and types (detail fire ratings, hardware, closets, and thresholds)
7. Flashing: Vertical and vertical to horizontal junctures of materials.
8. Roof: eaves, overhangs, rakes, and gables.
9. Handrails, guardrails, and support details.

10. Details of fire separation with assembly numbers and sections
11. Detail all fire penetrations and openings; include assembly numbers.
12. Cross section of fire rated corridor, door ratings, smoke/fire damper locations.
13. Stairway rise and run; framing, attachment, and dimensions of members.
14. Finish schedule with flame spread ratings.
15. Provide details of all features and fixtures in compliance with the State Building Code Disabled Accessibility Standards (CBC Chapter 11A/11B)

A-6. Structural Plans

1. Foundation plan(s)
2. Floor framing plan(s)
3. Roof framing plan(s)
4. Structural material specifications.
5. Typical cross sections in each direction (where necessary)
6. Calculations and details
7. Ceiling details with bracing and support details
8. Details as applicable:
 - a. Fireplaces: masonry or prefabricated fireplaces listing the approval number.
 - b. Footing, piers, and grade beams.
 - c. Post and girder intersections.
 - d. Structural sections with details at foundation, floor, and roof levels
 - e. Shear transfer details and holdown bolt details.
 - f. Shear Transfer Details and holdown Bolt Details
9. Prefabricated Trusses:
 - a. Roof Framing Plan with Truss ID numbers for each building
 - b. Specify truss manufacturer on the drawings
 - c. Details of truss splices, connections, plate sizes and hangers
 - d. Truss Plans and Details to be stamped and signed by Truss Design Engineer

Truss Plans Reviewed and Stamped Approved by Responsible Design Professional

A-7. Plumbing Plan

1. Site Utility Plan and Sizing Calculations
2. Waste and Vent Plan and Sizing Calculations
3. Water Piping Sizing Calculations
4. Kitchen Plan and Sizing Calculations
5. Roof Drain Plan and Sizing Calculations
6. Condensate Drain Plan and Hydronics Piping Plan
7. Chemical Waste & Piping Plan (Will need Water Pollution Control & Hazmat Approval)

A-8. Mechanical Plan

1. HVAC Plans (location, size, duct layout, smoke/fire dampers).
2. Environmental and Product Conveying Duct Plan
3. Gas Piping and Sizing Calculations
4. Kitchen Plan for commercial kitchens and San Mateo County Health Department Approval.

A-9. Electrical Plans

1. Load calculations and panel schedule

2. Wire and conduit sizes on electrical one-line diagram.
3. Reflected ceiling lighting plan (including Exit lighting as applicable).

B-2. Energy Requirements:

1. Envelope and Lighting compliance forms with all required signatures on documentation.
2. Back-up forms and all calculations.
3. List of mandatory features and print complete Envelope, Mechanical and Lighting compliance forms on drawings.

SEPARATE PLANS AND PERMITS

- A. Storage racks with storage level over 8 feet high require permits. Provide calculations and details.
- B. High piled storage areas (commodities as regulated by the Fire Code)
- C. Automatic fire sprinklers, smoke detection systems, and fire alarm systems.
- D. Hazmat including: flammable liquid storage areas; compressed gases.
- E. Spray booths
- F. Demolition of structures on site.

Notes:

- (1) This is not a complete list of all required submittals, and additional information may be required after plan review.
- (2) Other departments and agencies review and approvals may be required.