



City of San Mateo
Building Division
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TENANT IMPROVEMENT

Plan Submittal Guide

Revised 1/25/19

The purpose of this plan submittal guide is to clarify the minimum requirements for plan submittal for commercial tenant improvements. 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.

PROJECTS MAY BE REJECTED FROM PLAN SUBMITTAL IF THE SPECIFIC REQUIREMENTS LISTED IN THE PLAN SUBMITTAL WORKSHEET (PAGE 3) ARE NOT PROVIDED.

***NOTE: All Mechanical, Electrical and Plumbing (MEP) drawings shall be included as a complete package for all commercial tenant improvement permit applications.**

DEFERRED MEP SUBMITTALS ARE NOT ALLOWED.

Plan Submittal General Requirements:

- 1) Provide four (4) sets of complete plans and two (2) sets of applicable supporting document.
- 2) Minimum plan size shall be 11" x 17".
- 3) Completed Plan Submittal Worksheet on page 3 must be submitted with permit application.

Specific Requirements: (Refer to Plan Submittal Worksheet on page 3 for details)

- 1) **Title Sheet**
- 2) **Site Plan / Plot Plan (preferred scale: 1/8"=1')**: Provide dimensions
- 3) **Architectural Drawings (preferred scale: 1/4"=1')**: Provide dimensions
- 4) **Structural Drawings (preferred scale: 1/4"=1')**, if applicable
- 5) **Mechanical, Electrical, Plumbing Plans (preferred scale: 1/4"=1')**, if applicable
- 6) **Energy Documentation and Calculations:** Provide documentation that shows the work complies with the California Energy Code as follows:
 - a. Performance forms may be prepared by Certified Energy Consultant selected from the approved list at [CABEC - "Find an Energy Professional"](#).
 - b. Applicants may also use the Prescriptive forms available at: <http://www.energy.ca.gov/title24/2016standards/index.html>
- 7) **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 CA Green Building Code.
 - a. The requirements apply only to the specific area of the addition or alteration.
 - b. Fill out and print the [CALGREEN - NEW + ALTERED NON- RESIDENTIAL BLDG Form](#) on the plans.
- 8) **Land Use Database (LUDB) Building Permit Data Sheet**
 - a. Fill-out and print 2 sets of the [Building Permit Data Sheet per Structure](#) forms in 8-1/2"x11" size.
 - b. Applicant needs to sign the form.

Additional Possible Requirements Based on Scope of Work:

- **ZONING AND LAND USE REQUIREMENTS:** Contact the City of San Mateo Planning Division.
- **FIRE SPRINKLER REQUIREMENTS:** Automatic fire sprinklers may be required to be installed. Please refer to “[Standard for the Determination of Fire Sprinkler Retrofit](#)” document and the City of San Mateo Ordinance Chapter 23.28 regarding the Fire Code. For Clarification, you may contact San Mateo Consolidated Fire Department.
- **SAN MATEO HERITAGE TREE ORDINANCE:** It is unlawful for any person to remove or prune any Heritage Tree from any property in the City of San Mateo without first obtaining a permit from the Superintendent of Landscape Resources. Applicants are to pursue other methods of solving tree-related problems, using proven arboricultural techniques, other than removing valuable trees unless absolutely necessary.
- **CONSTRUCTION & DEMOLITION 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.
- **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.).
- **SEWER CONNECTION IMPACT FEES:** Any conversion where there is an increase in usage.
- **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.
- **SAN MATEO COUNTY HEALTH DEPARTMENT FOOD FACILITY APPROVAL:** A plan approval must be obtained from San Mateo Environmental Health Department before construction, enlarging, altering, converting, or remodeling any portions of a building for use as a food facility.
- **DISABILITY ACCESS REQUIREMENTS AND RESOURCES:** Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. Refer to “[Notice to Applicants for Business Licenses and Commercial Building Permits](#)” letter for further information.

PROJECT ADDRESS: _____ **PERMIT #:** _____

PLAN SUBMITTAL WORKSHEET					
	Y/N	N/A		Y/N	N/A
1. TITLE SHEET			4. STRUCTURAL DRAWINGS (if applicable)		
Project Information – (Project Address, APN, Occupancy & Construction Type, Occupant Load Calculations, Number of Exits Required, Area Calculations, etc.)			General Notes Sheet – (Applicable Code Sections, Material Specifications, Design Criteria & Parameters, Special Inspection, etc.)		
Scope of Work			Foundation Plan		
Complete Sheet Index			Floor Framing Plan(s)		
Applicable Design Codes			Roof Framing Plan(s)		
Owner & Responsible Designers Contact Information			Structural Detail Sheet(s)		
Deferred Approval Items					
2. SITE PLAN / PLOT PLAN (with required dimensions)			5. MECHANICAL, ELECTRICAL & PLUMBING DRAWINGS (if applicable)		
Project Site Location & Lot Size – (North Arrow, Set Back, Slope, Site Drainage, Adjacent Streets, Loading Zones, Easement Locations etc.)			Mechanical Plans – New Mechanical System (HVAC) & Calculations, New Mechanical Equipment & required Anchorage Details, etc.		
Location of Tenant Space within the Building			Electrical Plans – New Lighting and Control Switches & Load Calculations, etc.		
On Site Parking Locations if Provided – (Including Accessible Spaces Serving the Tenant Space & Accessible Route/Path of Travel to the Public Way)			Plumbing Plans – New Plumbing Fixtures & Calculations, Restrooms and Occupant Size Calculations, etc.		
Location(s) of Heritage Tree(s), if any					
Locations of Existing Utilities – (PG&E, Water, Sewer Lateral & Sewer Cleanout, etc.)					
3. ARCHITECTURAL DRAWINGS (with required dimensions)			6. ENERGY DOCUMENTATIONS		
Existing Floor Plan(s) – (Existing Layout of Tenant Space, Existing Walls, Partitions, Doors, Windows etc., to be demolished.)			Energy Reports are printed on the Plans & all required Energy Forms are signed and dated.		
Proposed Floor Plan(s) – (Area of Work, New Layout of Tenant Space, New Walls, Partitions, Doors & Windows, etc.)			7. CALGREEN BUILDING CHECKLIST		
Egress Plan and Occupant Load Calculations			CalGreen Forms are printed on the Plans & are signed and dated as required.		
Accessibility Plans and Details (Accessible Route, Parking, Entrance, Restrooms, Signage, etc.)			8. SUPPORTING DOCUMENTATION		
New & Existing Elevations if applicable			LUDB Building Data Sheet, Calculations, Soil Reports, ICC Reports, Manufacturer’s Cut Sheets, etc.		

ACKNOWLEDGED BY: _____ **DATE:** _____