



DOCUMENTS AND DRAWINGS

Plan Submittal Checklist

VERSION 1.3 REVISED 11/12/15

GENERAL

The purpose of this checklist is to clarify the minimum Building Division requirements when preparing plans and documents for plan review.

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.

PLAN SUBMITTAL DOCUMENTS REQUIREMENTS

Submittal documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of all applicable codes, laws, ordinances, rules and regulations as determined by the building official [\[CBC 107.2\]](#)

PERMIT APPLICATION FILLED OUT COMPLETELY

FOR BOTH RESIDENTIAL AND COMMERCIAL PROJECTS		
	Project Address	Scope of Work
	Agent Contact Information	Valuation of Work
	Owner Contact Information	Worker's Compensation Insurance Information
	Architect / Designer Contact Information	Signature and Date
	Structural Engineer Contact Information	Owner / Builder Information

PLANS DRAWN TO SCALE

RESIDENTIAL PROJECTS	COMMERCIAL PROJECTS
Plot / Site Plan = 1/8 inch per foot minimum	Plot / Site Plan = 1/8 inch per foot minimum
Floor Plans = 1/4 inch per foot minimum	Floor Plans = 1/8 inch per foot minimum
Elevations = 1/4 inch per foot minimum	Elevations = 1/8 inch per foot minimum
Details = Scaled as needed for clarity	Details = Scaled as needed for clarity

PLAN SHEET SIZE AND NUMBER OF PLANSETS

RESIDENTIAL PROJECTS	COMMERCIAL PROJECTS
Minimum Sheet Size = 11" x 17"	Minimum Sheet Size = 11" x 17"
Minimum of 3 plan sets required	Minimum of 4 plan sets required
All Plan Sheets shall be the same size	All Plan Sheets shall be the same size
Lined graph paper is not acceptable	Lined graph paper is not acceptable
Minimum of 2 sets of calculations, if required	Minimum of 2 sets of calculations, if required

SIGNATURES AND WET STAMPS

RESIDENTIAL PROJECTS		COMMERCIAL PROJECTS	
Each Plan Sheet shall be signed:		Each Plan Sheet shall be signed:	
By the designer or draftsman, or		By the designer or draftsman, or	
By the architect, if any, with wet stamp, or		By the architect, if any, with wet stamp, or	
By the engineer, if any, with wet stamp		By the engineer, if any, with wet stamp	
Calculations, if any:		Calculations, if any:	
Engineer shall wet stamp the 1st sheet of calculations		Engineer shall wet stamp the 1st sheet of calculations	
Electronic signatures are acceptable		Electronic signatures are acceptable	

TITLE SHEET PROJECT INFORMATION

RESIDENTIAL ADDITION OR ALTERATION PROJECTS		COMMERCIAL TENANT IMPROVEMENT PROJECTS	
Project address		Project address	
Assessor Parcel Number (APN)		Assessor Parcel Number (APN)	
Applicable CA and San Mateo Codes – 2013 Cycle		Applicable CA and San Mateo Codes – 2013 Cycle	
Complete written Scope of Work		Complete written Scope of Work	
Property Owner Contact Information		Property Owner Contact Information	
Design Professional in Responsible Charge		Design Professional in Responsible Charge	
Architect or Designer Contact Information		Architect or Designer Contact Information	
Structural Engineer of Record Contact Information, if any		Structural Engineer of Record Contact Information, if any	
Area Calculations / Lot Coverage		Area Calculations of Tenant Improvement	
Plan Set Directory / List of Pages or Sheet Numbers		Plan Set Directory / List of Pages or Sheet Numbers	
Deferred Submittals, if any		Deferred Submittals, if any	
Symbol Legend		Symbol Legend	
If project is a remodel or addition:		Occupancy Type + Construction Type	
Include area calculations to determine fire sprinklers		Number of Occupants calculation	
		Number of Exits Required	
Energy Compliance Documents Notice		Energy Compliance Documents Notice	
NEW RESIDENTIAL BUILDING		NEW COMMERCIAL BUILDING	
CalGreen Mandatory Requirements Notice		CalGreen Mandatory Requirements Notice	
Green Building Certifier Contact Information, if any		LEED Certifier Contact Information, if any	

PLOT / SITE PLAN

RESIDENTIAL ADDITION OR ALTERATION PROJECTS		COMMERCIAL TENANT IMPROVEMENT PROJECTS	
Property lines identified and dimensioned		Single tenant space.....	
Front, rear and side setback dimensions		Tenant space location within the building	
Show all existing buildings and identify new construction		Adjacent spaces and current use	
Show existing and new driveways, if any		Accessible route / path of travel to the Public Way	
NEW RESIDENTIAL BUILDING / ADDITION PROJECTS		NEW COMMERCIAL BUILDING PROJECTS	
North Arrow for building orientation		North Arrow for building orientation	
Storm Water diversion to approved location		Storm Water diversion to approved location	
Existing grade within 10 feet of new construction		Existing grade within 10 feet of new construction	

EXISTING CONDITIONS PLAN

RESIDENTIAL INTERIOR ALTERATION PROJECTS		COMMERCIAL TENANT IMPROVEMENT PROJECTS	
Existing (E) use of spaces / rooms on every floor		Existing (E) layout of tenant space	
Use "TO BE LEGALIZED" if legalizing a room		Existing plumbing fixtures	
Show all (E) windows, with size, type, U-factor and T-rating		Existing lighting	
Show location of gas, water and electric meters and sizes		Existing mechanical system (HVAC)	
Show location of furnace and water heater		Existing Accessible Components	
Show all (E) plumbing fixtures including dish washer			
Show (E) laundry facilities, if any			

PROPOSED NEW WORK PLAN

RESIDENTIAL ADDITION / ALTERATION PROJECTS		COMMERCIAL ALTERATION / TI PROJECTS	
Proposed New (N) use of spaces / rooms		Proposed new (N) layout of tenant space	
Exterior wall, roof and floor envelope assembly details		New plumbing fixtures and calculations	
Room width, length, and height dimensions		New lighting and control switches and load calculations	
Show all (N) windows, with size, type, U-factor and T-rating		Restrooms and occupant size calculations	
Wall, floor, and ceiling / attic insulation R-values		New mechanical system (HVAC) and calculations	
Show location of furnace and water heater		Egress plan and occupant calculations	
Indicate whether furnace or water heater are new		Accessibility plans and details	
Show any new heating ducts and dimensions		San Mateo County Health Approval, if required	
Show all (N) plumbing fixtures, including dishwasher		BAAQMD approvals as needed	
Show (N) or replacement laundry facilities, if any			
Indicate water usage for new fixtures and appliances			
Front, side and rear elevations for additions			
Show all (N) electrical receptacles and lighting fixtures			
Show (N) bath and kitchen fans			
Indicate water heater first hour rating			
Storm water diversion system, if any			
NEW RESIDENTIAL PROJECTS		NEW COMMERCIAL PROJECTS	
Elevations and grades		Elevations and grades	
Green Building Rating Information		LEED Rating Information	
Green Building components and features		Green Building components and features	
CalGreen mandatory requirements		CalGreen mandatory requirements	

STRUCTURAL PLANS

RESIDENTIAL PROJECTS		COMMERCIAL PROJECTS	
Framing + foundation plans and details		Framing + foundation plans and details	
Structural Calculations (2 sets – 8 1/2" x 11")		Structural Calculations (2 sets – 8 1/2" x 11")	

ENERGY COMPLIANCE DOCUMENTS

RESIDENTIAL PROJECTS		COMMERCIAL PROJECTS	
All documentation shall be printed on the plans		All documentation shall be printed on the plans	
Energy related details shown on plans		Energy related details shown on plans	
Energy documents shall be signed and dated		Energy documents shall be signed and dated	

GREEN BUILDING COMPLIANCE DOCUMENTS

RESIDENTIAL PROJECTS		COMMERCIAL PROJECTS	
All documentation shall be printed on the plans		All documentation shall be printed on the plans	
Green Building details shown on separate sheets		Green Building details shown on separate sheets	
Green Building documents shall be signed and dated		Green Building documents shall be signed and dated	