



PHASED OCCUPANCY Plan Submittal Checklist

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PURPOSE

The purpose of this checklist is to clarify the Building Division requirements when a construction project will be done in phases. 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.

GENERAL

Attention should be given to permit expiration timelines to assure work is completed under the issued California Building Codes adoption cycle.

PHASING PLAN REQUIREMENTS

It is sometimes desirable or necessary to phase the completion of large scale or complicated commercial projects on a space by space basis, where each phase is completed prior to work being done on another phase. The following items are required in order to obtain approval for a phased construction project:

- A phasing plan must be submitted and approved showing the areas to be phased and how the required exiting system for each phase is to be maintained along with all other pertinent information (see following requirements).
- Each completed phase must be code compliant including all minimum requirements for exiting, disabled access, lighting and ventilation, parking, emergency response, etc.
- The access to and from within the completed phase must be separated from the construction areas so that occupants of the building are not required to be in or go through the construction areas.
- The construction staging areas must be shown on the phasing plan. The staging areas must be kept separate from the required parking areas, required entrances and exits of the completed phases and all occupied areas.
- Phase boundaries must be clearly identified on the phasing plan.
- Electrical and gas services provided to the completed phase shall be completed to the point of service.
- These services must be secured in such a way that construction areas are not also serviced thereby putting workers at unexpected risk.
- Mechanical systems serving the "to-be-occupied" phase shall be completed for all equipment providing heating, ventilating and air-conditioning for the "to-be-occupied" phase.
- Plumbing systems serving the "to-be-occupied" phase shall be completed to the points of service and discharge.

- Any partial release of conditions of approval for a selected phase must be obtained in advance by the Division or Department requiring the condition. Note especially Planning Division conditions of approval.
- City of San Mateo Building Division approval of the submitted Phasing Plan is required prior to a request for an inspection based on the proposed plan.
- Provide City of San Mateo department approvals including Fire, Planning, and Public Works as required, similar to Temporary Certificate of Occupancy request.
- Fire Suppression systems shall be complete as required by the San Mateo Fire Inspector and not effected by phased occupancy.
- If Fire Final Inspection is not practical, there may be a fee from Fire for TCO/Phased Occupancy.
- Once phased occupancy request has been submitted and approved, an inspection for phased TCO is required.
- At the time of inspection, approved Phasing Plan compliance shall be verified by the Building Inspector.
- If all requirements are verified, phased TCO shall be allowed for 180 days only.
- Work shall be completed expeditiously to avoid reactivation penalties for expired permits.

PHASED OCCUPANCY SUBMITTAL REQUIREMENTS

Provide a fully detailed plot plan and building floor plans detailing the following:

- Location of site fire hydrants within project boundaries
- Location of fire sprinkler riser/equipment rooms
- Rated corridors
- Exit/Egress components
- Operational Elevators (when if applicable)
- Exiting and Accessibility Signage
- Area separation walls
- Construction/Occupancy separation walls
- Fire department access routes
- Construction staging location
- Egress Path of travel from building through construction traffic
- Exterior lighting

- Interior Emergency lighting
- Construction parking
- Public parking
- Temporary barriers
- Main Gas Service
- Main Electrical Service including backup generators when applicable
- Knox boxes and emergency utility disconnects

PROJECT INFORMATION REQUIRED

- Construction Project Information:
- Project name:
- Address:
- Description of work:
- Legal description (APN):
- All Permit numbers:
- Responsible parties: owner/contractor/tenant lessor et al including contact information.
- Occupancy Classification and Type of Construction:
- Height of structures:
- Number of units:
- Total construction area:
- Timeline with dates for proposed sequence of phased occupancy