



COMMERCIAL PLAN REVIEW SUBMITTAL GUIDE: ELECTRONIC SUBMITTAL REQUIRED

- ✓ **Please submit all digital plan sets as PDF; other file types will not be accepted.** Development plan pages must be contained in one single PDF file; PDF files of individual plan pages will not be accepted. Please see the [Plan Preparation Guidelines](#) for digital file submittal standards.
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- ✓ **TITLE SHEET:**

1. A written scope of work.
 2. Name, address and phone number of the architect, designer or draftsman.
 3. Indicate the code cycle in effect at the time of application.
 4. Sheet directory.
 5. Include wet or electronic stamps and signatures for architects and engineers on the appropriate sheets, if required.
 6. A summary table including the following information:
 - a. Area of the property in sq ft
 - b. Total floor area for all buildings on the site, calculated per BMC [Section 17.02.315](#), and FAR
 - c. Lot coverage
 - d. Required and proposed number of parking spaces (covered, uncovered and accessible, as applicable)
 - e. Area of impervious area in sq ft (new and replacement)
 - f. Area of landscaping (existing and proposed) in sq ft, including area of irrigated landscape.
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- ✓ **EXISTING AND PROPOSED SITE PLAN (no smaller than 1/8"=1'-0"). Please see the [Plan Preparation Guidelines](#) for a complete list of requirements.**

1. A vicinity map showing the precise location of the project in relation to adjacent properties and streets
 2. Property lines and dimensions
 3. Dimensions and nature of all easements on the property
 4. Existing natural features on the site, including trees, drainage courses, streets, trails, etc.
 - a. Trees to be removed must be labeled by species and circumference measured at two (2) feet above finish grade
 5. Location of existing and proposed buildings and structures (with finished grades)
 6. Adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated
 7. Parking layout, including dimensions, back-up areas and drives, driveway approaches, curb cuts, pedestrian access. Location, height, and composition of walls and fences (existing and proposed)
 8. Dimensioned setback distances from all built structures (walls and fences excluded) to all adjacent property lines
 9. Areas of landscaping
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- ✓ **EXISTING & PROPOSED FLOOR PLANS/ROOF PLAN (no smaller than 1/4"=1'-0"):**

1. Interior layout of all building levels (including roof), dimensioned from the interior face of exterior walls
 2. Finished floor elevations
 3. Room identification
 4. Window and door locations
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- ✓ **EXISTING AND PROPOSED EXTERIOR ELEVATIONS (no smaller than 1/8"=1'-0"):**

1. Illustrative elevations of all sides of all buildings and structures

2. All building and structure materials labeled on each sheet of the elevations
 3. Heights of all structures per the height measurement method prescribed by BMC [Section 17.02.400](#). Refer to the separate handout "[Guidelines for Measuring Height](#)"
 4. Elevations of all walls and fences
 5. Cross sections and enlargements of architectural elements or details, as needed
 6. Screening treatment for mechanical equipment (include a cross section if necessary)
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- ✓ MECHANICAL, ELECTRICAL, & PLUMBING PLAN (no smaller than Scale: 1/4"=1'-0"):
1. New and existing furnace, air conditioning unit, and duct work locations
 2. New plumbing fixtures specifications
 3. New and existing water heater locations and specifications
 4. Line diagram for new gas line with sizes and distances
 5. New and existing electrical panel and subpanels (if applicable) ratings and locations
 6. New and existing electrical panel load calculation
 7. New receptacle and switch locations and types
 8. New lighting locations and types
 9. If applicable, new EVCS location
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- ✓ FOUNDATION PLAN: (no smaller than Scale: 1/4"=1'-0"):
1. Footing locations (section and detail references)
 2. Footing and slab reinforcement (section and detail reference)
 3. Anchor bolt and hold-down schedule
 4. Other pertinent information with dimensions
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- ✓ FLOOR & ROOF FRAMING PLAN: (no smaller than Scale: 1/4"=1'-0"):
1. Floor and ceiling joists
 2. Roof rafters or trusses and hips or valleys framing members
 3. Support beams, headers, and posts
 4. Shear wall locations and schedule
 5. All framing hardware including hold-downs, straps, and other connection hardware
 6. Section and detail references
 7. Floor and roof sheathing (radiant barrier) and nailing specifications
 8. Other required structural information
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- ✓ STRUCTURAL DETAIL SHEET(S): (no smaller than Scale: 1/4"=1'-0"):
1. General notes and material specifications
 2. Shear wall and header schedules etc.
 3. All framing hardware, including hold-downs, straps, and other connection hardware
 4. All typical and required specific structural sections and details
 5. Other required structural information
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- ✓ SOME PROJECTS WILL REQUIRE THE FOLLOWING (check with [Building](#) for details):
1. Geotechnical/Soils report
 2. Geology Report
 3. Soils Engineer's Instruction Report
 4. Surveyor (property line, building height)
 5. Structural calculations and or specifications
 6. Title 24 Energy compliance forms
 7. Calgreen Building Checklist
 8. Drainage Plan and Hydraulics Calculations
 9. Haul Route
 10. Work Schedule
 11. Notice of Intent
 12. Interim Erosion and Sediment Control Plan

13. Permanent Erosion Control Plan
 14. San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) Summary of Stormwaters Requirements
 15. SMCWPPP Stormwater Requirements Checklist
 16. SMCWPPP C.3 and C.6 Data Collection Form
 17. SMCWPP C.3 and C.6 Project Closeout Form
 18. School District Certification and verification of payment of school fees
 19. Photos of the site and surrounding area including a list with the file name, date the photo was taken, brief description, and diagram or site plan showing the point and direction for each photograph taken. Photos may be submitted digitally in the following formats: GIF, JPG, JPEG, PNG, PDF, BMP, or TIF.
 20. Outdoor Lighting Plans demonstrating compliance with BMC Chapter 15.88, Outdoor Lighting Standards (required for any project where new or replacement outdoor lighting is proposed).
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- ✓ SOME PROJECTS WILL REQUIRE ADDITIONAL PERMITS (check with [Public Works](#) for details):
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1. Encroachment permit
 2. Grading permit (drainage alteration and/or new pavement surfacing)
 3. Truck haul permit
 4. Fire sprinkler permit (check with NFCA for details)