



# PLAN SUBMITTAL REQUIREMENTS

## Residential and Commercial Projects

Welcome to the City of Half Moon Bay, Building Dept. We are providing this handout to assist you in preparing your submittal for plan check. “Section A” below lists the minimum information required for most plan submittals. Additional plan information that may be needed is listed in Section B. The scope of your project should be reviewed with a Building Division Staff and the appropriate items will be marked.

To initiate the plan review process, a building permit application must be completed and submitted. Based on the project valuation, a plan check fee will be collected at the time of submittal.

### **SECTION A:**

Please see page 4 for number of plans and documents to be submitted with the applications for building permits.

All PLAN SETS SHALL INCLUDE THE FOLLOWING: (Minimum 12 Pt. Font (1/8”))

1. **TITLE BLOCK:** This should include such information as Owner’s name, Architect’s name, project address, type of construction, occupancy group, applicable code editions, sheet index, and any other relevant information.
2. **A PLOT PLAN:** Fully dimensioned, showing property lines, contour lines, streets, driveways and locations of all buildings, easements and any off-street parking. For commercial projects show handicapped parking, curb ramps and signage and path of travel to primary entrance.
3. **A FOUNDATION PLAN:** Provide a fully dimensioned plan view of foundations and or piers showing existing conditions if they apply and connections at new to existing. Also include details regarding of the width, depth, reinforcement, etc. For slabs on grade show minimum 3½” thickness, gravel or sand sub-base, and vapor barrier.
4. **A FLOOR PLAN:** Show the size and intended use of all rooms, show type, sizes and locations of all doors and windows, furnace, water heater, kitchen details, bathroom fixtures, electrical outlets, switches and lighting; and smoke detectors. For additions and alterations show an existing floor plan and all rooms adjoining the addition shall be fully dimensioned.

5. STRUCTURAL DETAILS AND SECTIONS: Clearly showing construction materials, sizes and attachments. If standard plan is used (ICBO, SPA, etc), include copies of plan or report. A standard plan may not be modified.
6. TWO (2) EXTERIOR ELEVATIONS, indicating general appearance, windows, doors, finishes, roof covering, finish grade, etc.
7. IN GENERAL: Detail any special features, such as; stairway construction, attic ventilation, guardrails, fireplaces, balconies, bay windows, post and beams, trusses, etc. Provide notes for any specification which cannot be detailed.
8. FOR ALL BUILDINGS, OTHER THAN ACCESSORY BUILDINGS AND RESIDENCIAL OCCUPANCIES, LESS THAN 5 UNITS, AND 2 STORIES OR LESS IN HEIGHT: Plans shall be prepared and signed on each page by a licensed architect, building designer or a civil engineer.
9. FOR SINGLE-FAMILY RESIDENCES AND ACCESSORY BUILDINGS: The person who drew the plans must sign all sheets.

## **SECTION B:**

### *OTHER ITEMS WHICH MAY BE REQUIRED:*

- SOILS REPORT
- ROOF PLAN: Show roof pitch, roofing materials, equipment, and skylights.
- TRUSS CALCS: Must be from the truss manufacturer.
- FRAMING PLAN
- WALL CONSTRUCTION: provide details and describe materials used, note floor / ceiling attachments, finishes and wall insulation.
- STAIR, HANDRAIL, AND GUARDRAIL DETAILS.
- STRUCTURAL CALCULATIONS: Wet stamped by the engineer.
- REFLECTED CEILING PLAN: Include all new relocated or existing lights, and switches for lighting, HVAC supply and return grilles, and exit signs.
- ACOUSTICAL CEILING DETAILS
- ENERGY DOCUMENTATION.
- APPROVAL LISTINGS from a national recognized testing agency: on materials, equipment, or manufacturer's product installation requirements

- MECHANICAL PLAN: System locations, distribution and HVAC specs.
- PLUMBING PLAN: DWV isometric and calcs, Dimensioned gas isometric and calcs, Water isometric and calcs.
- ELECTRICAL PLAN: Single line schematic showing panels, conduit sizes, conductor sizes and grounding. Panel schedules and load calcs
- HANDICAP COMPLIANCE HARDSHIP APPLICATION FORM: Provided by our office.
- SPECIAL INSPECTION AND TESTING AGREEMENT FORM: Provided by our office.

**ADDITIONAL NOTES:**

- Applicants whose projects include food service facilities, must file a separate plan submittal with the San Mateo County Health Department; Environmental Division and obtain preliminary approval prior to submittal to us. One set of stamped, approved plans from County Health are to be included with your submittal package
- Unless the work is done exclusively by the property owner or his immediate family, proof of workers' compensation insurance coverage will be required.
- All contractors must have current State Contractor's license and City Business License.
- All plan sheets shall be signed by the architect or engineer as applicable.

# Plans and Document Submittal Requirements

The "X" represents the plans and documents required to be submitted with the application for each type of project.

		(N) Commercial Project	(N) Multi-Family Dwelling	(N) Single Family Dwelling		Addition		Residential Remodel	Tenant Improvement
<b>Submittal w/ this Application:</b>		<b>Type of Project</b>							
1	Three (3) Sets of Plans							X	X
2	Four (4) Sets of Plans	X	X	X		X			
3	Two (2) Copies of Topographic Survey w/ building footprint, wet-stamped and signed by licensed surveyor (may apply to additions)	X	X	X		X			
4	Two (2) Sets of Title 24 Energy Calculation Signed by preparer and designer/or homeowner	X	X	X		X		X	X
5	Two (2) Sets of Structural Calculation stamped and signed by licensed professional	X	X	X		X		X	X
6	Two (2) Copies of the Soils report, wet stamped and signed by the Soils engineer	X	X	X		X			
7	Letter from Soils Engineer approving the foundation plan per soils report	X	X	X		X			
8	Three (3) Sets of Fire Sprinkler plans Wet stamped and signed by sprinkler engineer (to be determined by the Fire Department)	X	X	X		X			X

**You must also:**

9	Provide us with a certified copy of the grant deed.	X	X	X					
10	Submit one (1) complete set of building and sprinkler plans to Coastside County Water District.	X	X	X		X			X
11	Submit an approved set of plans from the San Mateo County Environmental Health if you handle or serve food.	X							X

**Before the permit is issued:**

12	Letter of project approval from Half Moon Bay Fire District	X	X	X		X			
13	Letter of project approval from the Coastside County Water District	X	X	X		X			
14	Obtain a sewer connection permit if property is within the Granada Sanitary District. Submit a copy of the sewer permit from Granada Sanitary District to the building department prior to the permit issuance.	X	X	X		X			
15	Pay the Cabrillo Unified School District Impact Fees. Submit a copy of the payment receipt.	X	X	X		X			