



DEPARTMENT OF ECONOMIC  
AND COMMUNITY  
DEVELOPMENT  
BUILDING DIVISION

# PLAN SUBMITTAL REQUIREMENTS

## Residential and Commercial Projects

Welcome to the South San Francisco Building Division. 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 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:

**\*WE NOW ACCEPT ELECTRONIC SUBMITTALS WITH OPTION TO UPLOAD PLANS FOR RESIDENTIAL AND COMMERCIAL AT <https://permits.ssf.net>.** Please be sure to attach the completed plan check application. Contact the office with any questions 650-829-6670 option #1.

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, Design professional or engineer's name, project address, type of construction, occupancy group, applicable code editions, sheet index, and any other relevant information.  
**\*Note: All text to be horizontal in order to search the field**
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 disabled access 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

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locations of all doors and windows, furnace, water heater, kitchen details, bathroom fixtures, electrical outlets, switches and lighting; and smoke and CO 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 (ICC, 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 RESIDENTIAL 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 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:*

- PG&E APPROVAL DOCUMENT
- 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

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- ENERGY DOCUMENTATION/GREEN BUILDING.
- ICC REPORTS: 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
- DISABLED ACCESS COMPLIANCE HARDSHIP APPLICATION FORM: Provided by our office.
- SPECIAL INSPECTION AND TESTING AGREEMENT FORM: Provided by our office.

**ADDITIONAL NOTES:**

- PRIOR TO APPLICATION FOR BUILDING PERMITS: Applicant must have an approved Site Development Planning file with the City of South San Francisco Planning Division for any multiple, commercial or industrial developments.
- Applicants whose projects include food service facilities, must file a separate plan submittal with the San Mateo County Health Department; Environmental Division.  
\*Verifiable approval required by Health Department prior to permit issuance.
- 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.
- If a front addition is proposed, the owner shall confirm all setbacks and a licensed surveyor shall provide a letter to the city stating that the proposed addition will be built in compliance with the setbacks.
- If the proposed addition is greater than 25% of the original floor plan, then the developer needs to have the sewer lateral videoed per City Ordinance No. 1453-2012 to determine if any repairs need to be done.
- Tree removals may require permits, please contact the Parks Division at (650) 829-3837 for more information.

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Project Address: \_\_\_\_\_ Submittal Date: \_\_\_\_\_ Permit # \_\_\_\_\_  
\_\_\_\_\_ Revision # \_\_\_\_\_

Scope of work: Residential  Commercial  Addition  Alteration  Tenant Imp.  New

Detailed description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Project Valuation \$ \_\_\_\_\_ PC \$ \_\_\_\_\_

Project Valuation of: Mechanical: \$ \_\_\_\_\_ Plumbing: \$ \_\_\_\_\_ Electrical: \$ \_\_\_\_\_

Office Use Only:

New Submittal: Due \_\_\_\_\_ Approve  Not Approvec  By: \_\_\_\_\_  
 1st Resubmittal: Due \_\_\_\_\_ Approve  Not Approvec  By: \_\_\_\_\_  
 2nd Resubmittal: Due \_\_\_\_\_ Approve  Not Approvec  By: \_\_\_\_\_  
 3rd Resubmittal: Due \_\_\_\_\_ Approve  Not Approvec  By: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Restrictions: Encroachment Permit Required  Code Enforcement  Other \_\_\_\_\_

Redline Plans Included  Original Plans Included  Special Inspection Required  School Fees Required

Owner  Architect  Contractor  Other  Owner  Architect  Contractor  Other

Contact Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_