



BUILDING PERMIT

SUBMITTAL REQUIREMENTS & CHECKLIST

**City of Millbrae
Community Development - Building Division
621 Magnolia Ave., Millbrae, Ca. 94030
Phone 650-259-2330 Fax 650-697-2657
Website: www.ci.millbrae.ca.us**

Updated 4/23/2010
CITY OF MILLBRAE - BUILDING DIVISION

BUILDING PLAN CHECK SUBMITTAL REQUIREMENTS

THIS FORM MUST ACCOMPANY YOUR SUBMITTAL

Required

(yes / no)

_____ Building Plan Check Submittal Requirements Form

_____ Plan Sets: 3 Sets for Additions, Alterations, Remodels, Signs, etc.

_____ 5 Sets for New Residential - 3 sets calc's, reports, spec's

_____ 6 Sets for New Commercial - 3 sets cal's, reports, spec's

_____ 4 Sets for Fire Sprinkler, Alarm, Hood & Duct - 3 sets cal's, reports, spec's

_____ 2 Sets of Geotechnical / soils report - Building Division

_____ 3 Sets of Geotechnical / soils report and Deposit Public Works Engineering

_____ **ALL PLAN PAGES** - wet signed plan pages, designer or architects name, engineers name, owners name, job address, page number.

_____ **Cover Sheet** shall contain at least the following; project data, vicinity map, directory of plan pages, symbols and abbreviations index, codes used for the design, scope of work.

_____ **Conditions of Approval / Worksheets:** Any conditions of approval from the Planning Division, planning worksheets, County Health conditions of approval, Recycling & Reuse worksheets, Water Use Efficiency Worksheet, NPDES or Storm Water Info, Public Works conditions of approval, Any approvals or conditions from any other agencies,

_____ **Plot Plan / Site Plan:** Minimum scale is 1/8" = 1'-0", North Arrow, title block, existing and proposed contours, property lines, lot dimensions, metes and bounds information existing and proposed structures, pools, sheds, detached structures, etc., setbacks, easements, slope easements, street(s) and driveway, utility paths and type, parking, major trees 6" or larger, roof slopes, ridge lines, valley lines, location of transformers, back flow devices, fire hydrants, sidewalks, signs, recycling and trash container storage, storm runoff out falls w/ ref. to city standards.

_____ **Construction Staging Plan:** Show locations of site protection fencing, worker parking on site and off site, material storage, traffic controls, job trailers, storage containers.

_____ **Exterior Elevations:** Minimum scale 1/4" = 1'0", Show appearance of all walls, roofs, doors, windows, material types, clearly distinguish old and new areas, show roof heights, roof pitch, second stories, adjacent neighbors openings, electrical, gas, rain water leaders, fireplace chimneys, porches, decks, etc.

_____ **Floor Plans:** Minimum scale 1/4" = 1'-0", include existing and proposed plans on separate sheets, designate with different wall types - existing, removed and new walls, room dimensions, window dimensions, show electrical, plumbing, mechanical, recycling and waster storage containers inside the building, door and window designations.

_____ **Cross Sections / Details:** Minimum scale 1/4" = 1'0", all rooms over 8' high, foundations, structural details, provide a minimum 2 complete cross sections 1- north / south and 1 east / west , elevation heights of finished floors, plate heights, top of roofs.

_____ **Foundation First Floor Plans:** Minimum scale 1/4" = 1'0", Show foundation layout, floor framing layout, second floor framing layout, locations of hold downs, Structural engineered

panels locations and bolting, etc.

- _____ **Roof Plan:** Minimum scale 1/4" = 1'0", roof layout, roof pitch, skylight locations, roof truss layout, roof framing layout, peaks and valleys.
- _____ **Title 24, Calculations, Reports, Cut Sheets:** Submit the number of sets listed on page 1, incorporate minimum CF-1r and MF-1R and any other energy forms on the plans and submit the T-24 packets, Roof truss calculations, soils and geological reports, structural calculations, water use efficiency worksheets.
- _____ **FEMA Flood Information:** Include flood elevation certificates, compliance details, wet proofing information, etc.
- _____ **STOPP and NPDES Requirements:** required for projects 10,000 sq. ft. or more site area, compliance documents, details, drawings, best management practices (BMP'S).
- _____ **Disability Access Requirements (ADA):** Show compliance with state and federal law, provide details of fixtures, dimensional requirements, signage, parking, path of travel, telephone, TTD, drinking fountain, entrances, elevators or lifts, etc.
- _____ **Signage:** Show all signage on walls, poles, windows and provide any calculations, details, cross sections, zoning analysis, etc.
- _____ **Recycling, Reuse, Demolition, Construction Debris:** Complete all certifications from Public Works Engineering, including but not limited to Waste reduction plan, waste coordinator approvals, locations of waste and recycling containers, path of travel for containers located in parking areas and their path to the exterior for pick up. Dumpster locations,
- _____ **Green Building:** Beginning in January 2011 new green building requirements will become effective. See website for more information as it becomes available.
- _____ **Water Use Efficiency Requirements:** New requirements for indoor water use are in place to increase the use of water efficiency fixtures and processes. See website for more information and check lists.
- _____ **Sewer and Water Requirements:** Inspection and repair, replacement or new work requires permits, inspections, clean outs, back flows, water taps, etc. Contact the Public Works Engineering Division for more information.
- _____ **Other Agency Approvals or Clearances:** Obtain approvals from San Mateo County Environmental Health, Cal trans, Cal-OSHA, Bay Area Air Quality Management District (BAAQMD), CA. Water Resources Board, FAA, ATT Phone, ATT or Comcast Cable Vision, SFO Airport, SSF Scavenger, US Post Office - Millbrae, Fish & Game, US Army Corps of Engineers, Under ground services alert (USA)

**CITY OF MILLBRAE - BUILDING DIVISION
SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT:**

This is a list of minimum requirements for additions, alterations, new construction of residential, multi family or commercial projects. Additional materials may be necessary to fully explain your project. Geotechnical and/or soils reports are required for any new building.

Single story addition and exterior alteration building projects require Planning Division administrative approval BEFORE being accepted by the Building Division. New Projects, second or third story, use permit, variances of Planning Code require Planning Commission Approval BEFORE being accepted by the Building Division.

All document mentioned in this document are available at the Building Division wall file area or by going on line to www.ci.millbrae.ca.us, then go to City Departments, then to drop down list to Community Development, to Building Division, Forms and handouts (tab on the left side).

**THE FOLLOWING IS THE MINIMUM STANDARDS FOR SUBMITTAL
TO THE BUILDING DIVISION**

DRAWING QUALITY:

- A) Drawings must be drawn to scale
- B) Drawings may be hand drawn or computer drawn
- C) Drawings must clearly readable
- D) Limit how much information is put on any given plan to much information is hard to read
- E) Plans may be drawn by any one so long as they meet a minimum standard of architectural quality.
- F) Home Owners, Students, Designer, may draw simple 1 story additions, kitchen, alterations etc.
- G) Architect and / or Engineer needed for multi story additions, engineered design work, Multi Family or Commercial work, speciality license work, etc.
- H) Building Official has the final say as to acceptability of plans for permitting.

QUANTITY OF PLAN, SPECIFICATIONS & CALCULATIONS FOR SUBMITTAL:

- 3 Sets for Additions, Alterations, Remodels, Signs, etc.
- 5 Sets for New Residential - 3 sets calc's, reports, spec's
- 6 Sets for New Commercial - 3 sets cal's, reports, spec's
- 4 Sets for Fire Sprinkler, Fire Alarm, Hood & Duct - 3 sets cal's, reports, spec's
- 2 Sets of geotechnical / soils report - Building Division
- 3 Sets of geotechnical / soils report and deposit Submit to the Public Works Engineering Div.

REQUIREMENTS ON ALL PLANS:

- A) All sheets of plans and documents shall include the project address, name of owner, date of plans, revision dates, Designer, architect or engineers name and address.
- B) Minimum Plan Size - all plan pages shall be the same size.
 - 1) 8 ½ x 11 to 11 x 17 for alterations and remodels
 - 2) 11 x 17 for signs
 - 3) 18 x 24 or larger for all other projects ie: additions, new projects, fire sprinklers, etc.
- C) All plans and documents prepared by an engineer or architect shall be **“wet signed”** by the appropriate engineer or architect.
- D) Provide an area at the bottom of the plans on the right side for city stamps minimum 6" x 6" or 4" x 8" minimum.

COVER SHEET: Shall contain at least the following;

- A) Project Data
- B) Vicinity Map, with location of project indicated on map
- C) Directory of Plan Pages
- D) Symbols and Abbreviations Index
- E) Codes Used for the Design
- F) Scope of Work
- G) Provide an area at the bottom of the plans on the right side for city stamps minimum 6" x 10" or 4" x 12" minimum.

CONDITIONS OF APPROVAL AND WORKSHEETS:

- A) Any conditions of approval from the Planning Division
- B) Planning Division Worksheet
- C) San Mateo County Environmental Health conditions of approval
- D) Recycling & Reuse worksheets
- E) Water Use Efficiency Worksheet
- F) NPDES, Storm Water Info
- G) Public Works conditions of approval
- H) Any approvals or conditions from any other agencies

PLOT / SITE PLAN:

- A) Minimum scale is 1/8" = 1'-0",
- B) Show North Arrow
- C) Title Block
- D) Existing and proposed contours, at 5 foot intervals
- E) Property Lines, lot dimensions, metes and bounds information NOTE back of sidewalk is not the property line.
- F) Existing and proposed structures, pools, sheds, detached structures, etc., Show the distances between each. Clearly distinguish between what is existing and what will remain and what is new.
- G) Existing and proposed setbacks on front side and rear. Show distance for all floors if different.
- H) Easements, slope easements, ingress and egress easements, public utility
- I) Street and driveway, adjacent streets, walkways, sidewalks. Note only 40% of the front yard

may be impervious concrete or other hard materials.

- J) Show existing and proposed utility paths and type, identify each utility.
- K) Existing and proposed parking, disabled parking
- L) Show all trees of 6" and larger, Show tree types and quantity, which will remain or be removed, which are new and all other landscaping.
- M) Show all roof slopes, ridge lines, valley lines,
- N) Location of transformers, back flow devices, fire hydrants, Storage containers, dumpster locations, etc.
- O) Signs, pole or monument, ADA signs
- P) Recycling and trash container storage,
- Q) Storm runoff out falls w/ ref. to city standards.

EXTERIOR ELEVATIONS PLANS:

- A) Minimum scale 1/4" = 1'0",
- B) Show appearance of all walls, roofs, doors, windows, material types to be used,
- C) Clearly distinguish existing and new areas / construction,
- D) Show roof heights, roof pitch, Wall heights, overall heights
- E) For Second stories additions, Show elevation drawings of the adjacent neighbors window or door openings, show exterior porches, decks, outdoor activity areas, etc.
- F) Show electrical panels or cabinets, light fixtures locations, gas meters or cabinet, rain water leaders, fireplace chimneys,

FOUNDATION, FLOOR AND ROOF PLANS:

Minimum scale 1/4" = 1'-0",

Existing and proposed plans to be on separate sheets or drawings

Foundation Plan:

- A) Show foundation layout, piers, grade beams, tie in to existing, retaining walls
- B) Locations of hold downs, strapping, block outs,
- C) Structural engineered panel(s) locations and bolting, anchor bolts, pipe in foundation
- D) Provide a schedule of steel rebar placement, retaining wall design(s),
- E) Show load paths

Floor Plan:

- A) Designate with different wall types - existing, removed and new walls
- B) Show room dimensions, window dimensions
- C) Show locations of electrical - plugs, lights, switches, panels, services,
plumbing - tubs, toilets, sinks, showers, water heaters,
mechanical- registers, furnaces, air conditions units
- D) Show recycling and waste container storage inside the building,
- E) Show door and window designations
- F) Show room / floor layout.

Roof Plan:

- A) Show Roof layout, roof truss layout or roof framing layout, peaks and valleys.
- B) Show Roof pitch, pitches less than 3 in 12 require a membrane system.
- C) Show skylight locations, fireplaces.

CROSS SECTIONS AND DETAILS:

- A) Minimum scale 1/4" = 1'0"
- B) Show cross section for all rooms where the ceiling exceeds 8' high,
- C) Show the foundation system, wall system and roof system
- D) Show construction and engineering details to fully explain the desired results
- E) Provide a minimum 2 complete cross sections 1- north / south and 1 east / west ,
- F) Show the elevation heights of finished floors, plate heights, top of roofs.
- G) Provide additional details as necessary.

STRUCTURAL PLANS AND CALCULATIONS:

- A) Minimum scale 1/4" = 1'0"
- B) Continuous foundations are REQUIRED for 2 and 3 story buildings and decks
- C) Calculations are necessary for all two or more story structures, basements, retaining walls over 3 feet, and any non-standard or non-conventional construction
- D) Incorporate structural plans with architectural plans
- E) Provide details as necessary to provide clear direction of intended design.

CONSTRUCTION STAGING / SECURITY PLAN:

- A) Minimum scale 1/4" = 1'0"
- B) Show locations of site protection fencing,
- C) Show worker parking on site and on street,
- D) Show material storage area(s)
- E) Show traffic controls,
- F) Show locations of job trailers, storage containers, etc.
- G) Show location of job site contact information sign

MISCELLANEOUS REPORTS, TITLE 24, CALCULATIONS, CUT SHEETS:

- A) Submit the number of sets listed above
- B) Incorporate minimum CF-1Rr and MF-1R and any other energy forms into the plans
- C) Submit the T-24 packets
- D) Submit soils and geological reports for those lots that
- E) Submit structural calculations, Roof truss calculations,
- F) Complete the Water use efficiency worksheets and incorporate into the plans.
- G) Minimum design standard is R-30 in Ceilings, R-13 for Walls, R-19 for floors, Dual Pane windows

MILLBRAE FIRE DEPARTMENT REQUIREMENTS:

- A) All new buildings including residential single family shall be fully fire sprinklered
- B) Remodels or additions which affect 75% of the building or large additions require a full fire sprinkler system. The Fire Marshall and Building Official will determine compliance requirements for these types of buildings.
- C) An Illuminated address required on the front on buildings facing the street
- D) Smoke alarms are required on all remodels or additions. New single family require dual voltage smoke alarm systems. New Multifamily and Commercial require monitored fire alarm systems in public areas.
- E) Hood and Duct systems required for commercial kitchens.

MILLBRAE POLICE DEPARTMENT REQUIREMENTS:

- A) New commercial buildings are required to have BLUE phones for customer safety in parking areas.
- B) Address numbers visible from the street are required.
- C) Reduce amount of areas / vegetation where people can hide in front of your property.

AIRPORT NOISE INSULATION PROGRAM REQUIREMENTS:

- A) See map in Building Division office for exact locations. Generally from Murchison Ave to Taylor Blvd and the 800 block of Hillcrest to the airport and the Marino Vista subdivision. See the website in the building handout section for the airport noise handout for specific addresses.
- B) Minimum Sound Transmission Coefficient (STC) rating shall be STC 40 for windows facing the airport and east of the railroad tracks and STC 35 for all other locations
- C) In affected areas noise levels in new additions and buildings shall not exceed 65 DBL inside.

FEMA FLOOD INFORMATION:

- A) Include flood elevation certificates,
- B) Compliance details
- C) Wet proofing information, etc.

STORM WATER AND NPDES REQUIREMENTS:

- A) Required for projects 10,000 sq. ft. or more site area,
- B) Compliance documents, details, drawings,
- C) Best management practices (BMP'S).

DISABILITY ACCESS REQUIREMENTS: (Commercial and Multi family)

- A) Show compliance with state and federal law,
- B) Provide details of fixtures, dimensional requirements,
- C) Show ADA Signage, and mounting heights
- D) Show ADA parking spaces, van spaces, parking space layout design,
- E) Show Path of travel from parking space to front entrance
- F) Show location of public telephone, TTD Phones
- G) Show location of drinking fountain,
- H) Show elevators or lifts

SIGNAGE: (Commercial)

- A) Show all signage on walls, poles, windows
- B) Provide area calculations of each sign
- C) Provide details, cross sections, zoning analysis, etc.
- D) Incorporate Planing Forms into plan sets

RECYCLING, REUSE, DEMOLITION AND CONSTRUCTION DEBRIS:

- A) Complete all certifications from Public Works Engineering,
- B) Complete waste reduction plan,

- C) Obtain Waste coordinator approvals,
- D) Show locations of waste and recycling containers,
- E) Path of travel for container located in parking areas and their path to the exterior for pick up.
- F) Show dumpster locations on property or street, Encroachment permit required for storage in street. SSF Scavenger is sole source for dumpster rentals.
- G) Show hauling route for debris removal.
- H) Call 650-259-2444 with question or concerns about above group

WATER USE EFFICIENCY REQUIREMENTS:

- A) Worksheet, check lists and requirements can be found on the website in the Building handouts section. Indoor water use efficiency requirements.
- B) Worksheet to be incorporated into plan pages.

GREEN BUILDING REQUIREMENTS:

Green building requirements will become effective in January 2011. See the website for information as it becomes available. The city will be adopting language to require minimum levels of green building compliance.

PUBLIC WORKS SEWER, WATER, INDUSTRIAL WASTE REQUIREMENTS:

WATER:

- A) Water connections for new or expanded services must obtain permits from the Engineering Division.
- B) Up to 4" the City will make all necessary taps into the water system.
- C) Over 4" taps must be done by an engineering contractor with permits issued from the Engineering Division.
- D) All inspections are under the Public Works Department Inspector up to the meter. Building Division inspectors will inspect all work from meter to and including the house or building.

SEWER:

- A) Sewer line inspection required when every any work in some on the sewer line or house sewer line. This includes repair, spot repairs, replacement, adding new fixtures, new buildings, etc
- B) Clean out for City use must be in the sidewalk area. Clean out for the house must be within 2 feet of the house.
- C) A sewer back flow device is required on all sewer line work it is recommended that the back flow be as close to the city clean out as possible.
- D) Sewer line from sidewalk to main must be video inspected and reviewed by the public works inspector who will determine need for replacement of this portion of line.

INDUSTRIAL WASTE:

- A) Grease interceptors are required on all food establishments
- B) Sizing to be per California Plumbing Code
- C) Cleaning of food Prep areas, kitchens, wet storage area, trash enclosures shall be plumbed into the sewer system and through the grease interceptor(s).
- D) Cleaning of the grease interceptor shall be as described in your industrial waste permit.
- E) Industrial Waste permits are required for those businesses discharging into the sewer system. These can include food establishments, car washes, production facilities, treatment facilities, etc.
- F) Additional requirements may be applied based on information supplied in your plans.

OTHER AGENCY APPROVALS, CONDITIONS OR PERMITS REQUIRED.

San Mateo County Environmental Health	SFO Airport
California Department of Transportation (Caltrans)	SSF Scavenger
Bay Area Air Quality Management District (BAAQMD)	Cal-OSHA
California Water Resources Board - Water Quality	US Fish & Game
Federal Aviation Administration (FAA)	CA Fish & Game
ATT Telephone	ATT or Comcast Cable TV
US Post Office - Millbrae	US Army Corps of Engineers
Under Ground Services Alert (USA)	Pacific Gas & Electric
CalTrain Railroad	

INFORMATION ABOUT PERMIT FEES TO CONSTRUCTION A PROJECT

SCHOOL IMPACT FEES:

- A) School impact fees will be assessed on projects that are new construction or additions of 500 square feet or more.
- B) School fees are to be paid prior to obtaining a building permit.
- C) A form from the Building Division is needed before going and paying school fees
- D) School fees are paid directly to the two school districts - Millbrae Elementary School District and San Mateo Union High School District.
- E) *For estimating purposes only Figure \$3.00 for the elementary school and \$1.00 for the high school.*

PLAN CHECK FEES:

- A) Plan check fees are due at the time of submittal. The fee is 2% of the building project cost.
- B) Plan check fees cover the initial and 1 follow up review.
- C) Additional reviews, if needed, are done a time and material basis.

BUILDING PERMIT FEES:

FIRE SPRINKLER, FIRE ALARM, FIRE HOOD AND DUCT PERMIT FEES:

- A) Building and fire permit fees are approximately 3-4% of the project cost. Project cost includes labor and materials
- B) The Building Official has the final decision on the valuation of a project.
- C) Permit fees contain many parts. There is no online list of fees except for windows, vinyl siding, reroofing. All fees are calculated at time of issuance.
- C) Project valuation is based on the contract amount or the fair market value as determined by the Building Official.

ELECTRICAL, PLUMBING, MECHANICAL PERMIT FEES:

- A) Electrical, permits are base on per item costs in order to figure out the costs a count of each piece is needed
- B) Plumbing, permits are base on per item costs in order to figure out the costs a count of each piece is needed
- C) Mechanical permits are base on per item costs in order to figure out the costs a count of each

piece is needed.

D) Permit forms are available on our website in the Building Division handout section.

ADDITIONAL FEES THAT MAY BE CHARGED:

State Fees - SB1473, SMI, Technology Fees	Documentation Fees
Public Works Fees - Recycling, Encroachment, Water & Sewer Connection	
Parks Fees	Housing Fees
Police	Fire
Millbrae Station Area Specific Plan Fee	Developer Fees
In Lieu Fees	General Plan Update Fee

OTHER DOCUMENTS NEEDED TO COMPLETE THIS PACKAGE.

All can be found on the City of Millbrae Website in the city departments, then Community Development, then either Planning, Building then handout or forms section. Additional information can be found in the Public Works Section handouts

Planning Division Handouts and Forms

Single Family Residential Design Review Worksheet

Building Division Handouts and Forms - Partial List

Building Permit Submittal Requirements & Checklist
Electrical Requirements and Permit Form
Plumbing Requirements and Permit Form
Mechanical Requirements and Permit Form
Photovoltaic Permit Submittal Requirements
Plan Check Submittal Form
Small Projects Building Permit Application
Code Amendments
Owner - Builder vs Licensed Contractor
Indoor Water Use Requirements
Indoor Water Use Compliance Forms
Energy Lighting Compliance Worksheet
Energy Code Changes
Sample Plan Drawings

Public Works Engineering Handouts and Forms

Encroachment Permit Application
Public Works Standards Part 1 - General Provisions
Public Works Standards Part 2 - Technical Provisions
Public Works Standards Part 3 - Standards Plans

PHONE NUMBERS FOR ADDITIONAL INFORMATION

All numbers are 650 unless listed differently

City Department	Phone Number	Other Agencies	Phone Number
Building	259-2330	SSF Scavenger	589-4020
Planning	259-2341	SMC Env. Health	372-6200
Public Works Eng.	259-2339	PG&E	800-743-5000
PW Utility Div.	259-2374	ATT Phone	772-3140
Water Billing	259-2350	ATTCable	824-8848
Noise Abatement	259-2341	Comcast Cablevision	800-266-2278
Industrial Waste	259-2388	SM High School Dist	558-2299
Code Enforcement	259-2440	Cal Trans	510-286-5538
Parks	259-2372	Calif. Fish & Game	510-79-0222
Recreation	259-2360	Water Quality Board	510-622-2300
Police	259-2300	Bay Area Air Qlty	415-771-6000
Fire	259-2400	FAA	876-2775
		Cal-OSHA	573-3812
		Cal Train	1-800-660-428
Millbrae School Dist.	697-5693	BART	510-464-6000
		Sam Trans	508-6200