

**CITY OF MILLBRAE**  
**Community Development Department**  
**Building Division**

**BUILDING PLANCHECK SUBMITTAL REQUIREMENTS**  
**THIS FORM *MUST* ACCOMPANY YOUR SUBMITTAL**

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<u>Required</u> (yes/no)	<u>Submitted</u> (yes / no)
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<b>Building Plancheck Submittal Requirements:</b>	
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<b>Plan sets:</b> 3 sets for Additions, Alterations, Remodels	
5 sets for New Residential - 3 sets calc's, reports, spec's	
6 sets for New Commercial - 3 sets calc's, reports, spec's	
4 sets of Fire Sprinkler or Alarm - 3 sets calc's, reports, spec's	
4 sets of geotechnical /soils report - Bldg Dept.	
3 Copies of Geotechnical report & Deposit PW/Eng. Div.	
3 sets for Signs - 3 sets cal's, reports, spec's	

<b>ALL PLAN PAGES</b> - wet signed plan pages, designer or architects name, Owners name, date of plans, engineers name, page number	
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<b>Cover Sheet:</b> shall contain at least Planning Division worksheet, Project Data, Vicinity Map, Directory of Pages, area at bottom right side for approval stamp, Symbols and abbreviation index, codes used for design, scope of work	
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<b>Conditions of Approval:</b> Any Conditions of approval from Planning or Public Works. Stormwater or NPDES, Recycling or reuse SM Co. Health	
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<b>Plot Plan / Site Plan:</b> Minimum Scale 1/8"=1', North arrow, title block Existing & Proposed Contours, Property lines, Lot Dimensions, Metes & Bounds info, existing and proposed structures, pools, sheds, etc, Setbacks Easements, streets & driveways, utility paths and type, parking, major trees 6" or larger, roof slopes, ridge lines, valley lines, locations of transformers, back flow devices, fire hydrants, sidewalks, landscaping, signs, recycling & waste storage, Storm runoff outfalls w/ ref. to city standards	
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<b>Construction Staging Plan:</b> show locations for worker parking, material Storage, traffic controls, Job trailers, storage trailers, etc.	
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<b>Exterior Elevations:</b> Minimum Scale 1/4"= 1', show appearance of all walls, roofs, doors, windows, and material types, clearly distinguish old and new, heights, roof pitch, second stories, adjacent neighbors openings Electrical, gas, rain water leaders, porches, decks, etc.	
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<u>Required</u>	<u>Submitted</u>
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(yes/no)

(yes / no)

\_\_\_\_\_ **Floor Plans:** Minimum scale 1/4"= 1', include existing and proposed Plans, show old and new, distinguish old, removed and new walls Room dimensions, window dimensions, show electrical, plumbing, heating locations, recycling and waste storage inside building, door & window designations \_\_\_\_\_

\_\_\_\_\_ **Cross Sections:** Minimum Scale 1/4=1', all rooms over 8' high, foundations Wall systems, structural details, provide 2 complete cross sections n-s & e-w Elevation heights of finished floor, plate heights & top of roofs. \_\_\_\_\_

\_\_\_\_\_ **Foundation & Floor Plans:** Minimum Scale 1/4"=1' Show foundation Layout, floor framing layout, second floor framing layout, etc. \_\_\_\_\_

\_\_\_\_\_ **Roof Plan:** Minimum Scale 1/4=1', roof layout plan, roof pitch, skylights, ICBO cut sheets for skylights, roof truss designs, \_\_\_\_\_

\_\_\_\_\_ **Title 24, Calculations, Reports:** submit the number of sets listed on front Page, incorporate minimum CF-1R & MF-1R forms into plan pages, heat loss calculations, roof truss calculations, energy calculations, soils & geologic reports, structural calculations \_\_\_\_\_

\_\_\_\_\_ **FEMA Flood Information:** Include flood elevation certificates, compliance details, Wet Proofing Information, etc. \_\_\_\_\_

\_\_\_\_\_ **STOPP & NPDES Requirements:** Compliance documents, details, Drawings, Best Management Practices (BMP'S) \_\_\_\_\_

\_\_\_\_\_ **Handicap Accessibility Requirements:** Show compliance with state and Federal law, provide details of fixtures,& dimensional requirements, signage path of travel, entrances, Parking stalls layouts \_\_\_\_\_

\_\_\_\_\_ **Signage:** Show all signage on walls, poles, windows and provide any Calculations, details, cross sections, zoning analysis. \_\_\_\_\_

\_\_\_\_\_ **Recycling, Reuse, Demolition, Construction Debris:** Complete all Certifications, waste reduction plan, Waste Coordinator Approval, Locations Of waste containers, recycling containers, path of travel for containers if Underground. \_\_\_\_\_

\_\_\_\_\_ **Other Agencies Approvals:** obtain approvals from SMC Health, PG&E Caltrans, Cal-Osha, Bay Area Air Quality. Water Board, FAA, Pac Bell ATT Cable, SF Airport, SSF Scavenger, US Post Office, NPDES, STOPP Fish & Game, US Army Corp. of Engineers, Underground Services Alert(USA) \_\_\_\_\_