

A User's Guide

to the San Mateo County Development Review Center

County Government Center

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Welcome to the San Mateo County Development Review Center.

Planning, zoning, and building regulations are made for the protection and benefit of everyone in society. As much as possible, they help to ensure that developers build homes and other buildings that are functional, environmentally friendly safe places in which to live and work.

The office that oversees these regulations for the unincorporated areas of San Mateo County is the Development Review Center. We have prepared this guide to help you understand how the development review process works. We hope that you find it useful, whether you are a homeowner wanting to build a small deck or a developer wanting to create a new residential tract. Our goal is to help you to understand and meet the requirements that apply to your project so that you can receive a decision as quickly as possible. We are proud of our staff and are confident that they will make every effort to assist you.

We would much rather approve your application than deny it. However, we can only do so if it complies with State and local regulations governing development and construction. When our staff makes a suggestion about your project or informs you of a problem that could affect its approval, we are simply trying to help you to better understand the requirements you must meet.

Please remember that we have hundreds of permits in process at any given time. We will begin to work on your application immediately, but at each step in the process we review applications in the order received. In fairness to others waiting for permits, we cannot take yours out of turn.

Our experience shows that there are few problems that arise during the review of a development or construction project that cannot be resolved by the mutual, cooperative effort of our staff and the applicant. That's why we see development review as a problem-solving process. If at any time during your association with us you feel that you are not receiving the assistance you need, please let us know. If you and the staff member with whom you are working are unable to resolve a problem satisfactorily, we welcome either of you to involve the appropriate supervisory or management personnel.

Thank you for taking the time to review this information, and for your patience and cooperation as the review of your project proceeds. We hope that you will enjoy your involvement with County staff and that your project will be a success, both for you and the community in which it is located.


Jim Eggemeyer
Community Development Director

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Introduction

About this Guide

This Guide is for the property owner, designer, or contractor seeking approval of a development or construction permit by San Mateo County. You should find it useful, regardless of the size of your project.

After some brief introductory sections, the Guide will give you an overview of the County's development review process from beginning to end:

- ✓ **How to gather the information you will need to prepare your plans and permit applications**
- ✓ **How to obtain preliminary reviews**
- ✓ **How to prepare and file your permit applications**
- ✓ **How your application will be processed**
- ✓ **Inspection requirements during construction.**

Along the way, the Guide contains numerous helpful figures and tables that summarize information. At the conclusion of the Guide, you will find answers to some common questions, as well as a glossary of development review terms that you may encounter.

Because it has been written for all permit applications, this Guide is somewhat general. The Development Review Center (DRC) staff can provide you with other, more detailed handouts to help you understand the regulations and procedures applying to specific aspects of your project.

A Few Words to the Wise

Development regulations are complex, vary from community to community, and change over time. Before you begin designing your project, be sure that the designer has a complete understanding of the applicable regulations.

For all but the simplest projects, work in stages by obtaining County staff reviews of your project as you proceed. After finding out the requirements that apply to your project, prepare a preliminary plan (see page 5) and ask us to review it. If it needs revision, check back with us before you prepare more detailed plans. To be sure that you are on the right track, ask for these informal reviews as often as you feel is necessary.

These two simple rules-getting as much information as possible up front and working in stages-will help

you avoid expensive and time-consuming changes in "finished" plans. Experienced, successful, professional developers assume nothing and work in stages. We recommend that you do the same.

Who We Are and What We Do

The DRC is part of the County Planning and Building Department. It operates under the direction of the Director of Community Development and includes the following units:

- ✓ **Planning/Zoning**
- ✓ **Building Inspection**
- ✓ **Geotechnical**

The DRC organization is shown on page 26. The DRC also serves as a liaison with other agencies involved in development review such as County Public Works, Environmental Health, fire departments, and public utilities.

The DRC:

- ✓ **Provides development information**
- ✓ **Conducts preliminary reviews of development proposals**
- ✓ **Accepts and processes permit applications**
- ✓ **Coordinates the permit application approval process**
- ✓ **Conducts inspections during construction.**

Location, Hours, and Parking

Location

The Development Review Center is located on the County Office Building, 455 County Center, Second Floor, Redwood City (see map on page 26). There is a handicapped access at the entrance to the building facing the Hall of Justice and Records.

Hours

The Planning, Building and Public Works/Geotechnical counters are open to the public Mon. - Fri, 7:30 a.m. to 5:00 p.m. During these hours you may submit applications, pick up informational handouts, and ask questions of the staff at the counter. You may also arrange to see staff by appointment. The busiest times are between 2:00 p.m. and 4:00 p.m. The DRC is closed weekends, and all County holidays. Our website

is located at www.co.sanmateo.ca.us/planning. The site posts meeting agendas and contains many downloadable forms, documents, maps and handouts. Our email address is plngbldg@co.sanmateo.ca.us.

Parking

Metered parking is available on the first floor of the County parking garage adjacent to our building on Middlefield Road. In addition, there are several metered public lots nearby and one and two-hour meters on most of the nearby streets. Please refer to the map on page 26 for parking locations.

Public Transportation

Several SamTrans bus routes have stops within walking distance of the County Government Center. For current schedules, call SamTrans at 1 (800) 660-4287. There is also a CalTrain station within walking distance. For CalTrain scheduling information, call 1 (800) 660-4287.

Know Your Property's Street Address and Assessor's Parcel Number

When you contact the DRC, either by phone or in person, please try to have both the property's street address and its Assessor's Parcel Number available so we can identify the property and be better able to answer your questions. The Assessor's Parcel Number (APN) is a nine-digit number, separated into the following three groups:

- ✓ Assessor's Book Number
- ✓ Block Number
- ✓ Parcel Number

For example: 036-120-070.

Sometimes the beginning and ending zeroes are omitted, making this APN read: 36-120-07.

Where to Find Your APN

Your APN is shown on your property tax bill, on most title reports, and often on the deed to your property. If your property is for sale, the real estate agent who listed your property should be able to provide the APN, and so should your title company, if you are working with one. You also may call the San Mateo County Assessor's Office (363-4500) for help in determining the APN for a property.

Don't confuse your APN with subdivision block and lot numbers which are often different, but which appear on many of the same reports as the APN.

County Development Review Services Are Limited to Unincorporated Areas Only

The County has jurisdiction over development and construction in unincorporated areas only those areas outside of incorporated city limits. The map on page 3 illustrates those portions of the County that are unincorporated. If your property or project is located within a city, you should contact the appropriate city planning or building department for assistance. A list of these departments, with phone numbers and addresses, appears below.

Incorporated Areas

City Planning and Building Departments

If your property is within city limits, contact these agencies for planning/zoning and building information.

Town of Atherton

93 Station Lane - 94027
 Planning: 752-0560
 Building: 752-0560

City of Belmont

1 Twin Pines Lane, #310 - 94002
 Planning: 598-4204
 Building: 595-7422

City of Brisbane

50 Park Lane - 94005
 Planning: (415) 508-2120
 Building: (415) 508-2120

City of Burlingame

501 Primrose Road - 94010
 Planning: 558-7250
 Building: 558-7260

Town of Colma

1190 El Camino Real - 94014
 Planning: 985-2590
 Building: 757-8888

City of Daly City

333 90th Street - 94015
 Planning: 991-8033
 Building: 991-8061

City of East Palo Alto

1960 Tate Street - 94303
 Planning: 853-3189
 Building: 853-3189

City of Foster City
 610 Foster City Boulevard
 - 94404
 Planning: 286-3225
 Building: 286-3227

City of Half Moon Bay
 501 Main Street - 94019
 Planning: 726-8250
 Building: 726-8260

Town of Hillsborough
 1600 Floribunda
 Avenue - 94010-6418
 Planning: 375-7411
 Building: 375-7411

City of Menlo Park
 701 Laurel Street - 94025
 Planning: 330-6702
 Building: 330-6704

City of Millbrae
 621 Magnolia Avenue
 - 94030
 Planning: 259-2443
 Building: 259-2330

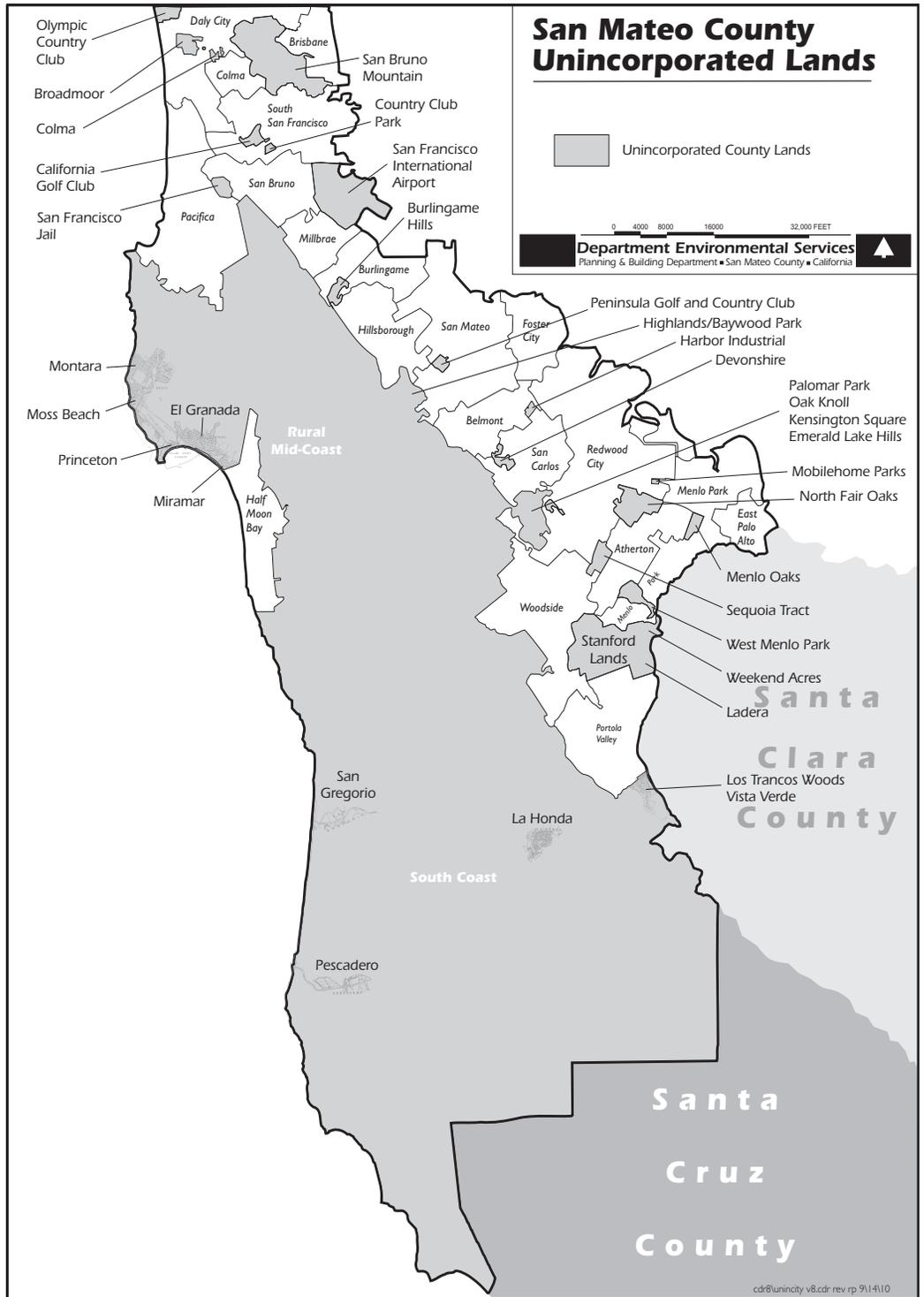
City of Pacifica
 1800 Francisco Boulevard
 - 94044
 Planning: 738-7341
 Building: 738-7344

Town of Portola Valley
 765 Portola Road - 94028
 Planning: 851-1700 x216
 Building: 851-1700 x213

City of Redwood City
 1017 Middlefield Road
 - 94063
 Planning: 780-7234
 Building: 780-7350

City of San Bruno
 567 El Camino Real 94066
 Planning: 616-7074
 Building: 616-7076

City of San Carlos
 600 Elm Street - 94070
 Planning: 802-4263
 Building: 802-4261



City of San Mateo
 330 West 20th Avenue - 94403
 Planning: 522-7202
 Building: 522-7172

Town of Woodside
 2955 Woodside Road - 94062
 Planning: 851-6796
 Building: 851-6796

City of South San Francisco
 315 Maple Avenue - 94080
 Planning: 877-8535
 Building: 829-6670

Preparing and Filing Your Application

“Where Do I Start?”

Almost all development or construction activity, from home repairs and tree cutting to major projects, requires one or more permits issued by the various sections within the DRC. Before you begin a project, talk it over with the DRC staff. They will be able to provide you with preliminary information about restrictions affecting use or development of your property and those requirements that apply to your project.

“Which DRC Section Answers Which Questions?”

- ✓ Questions about property how it can be used, and the general restrictions that apply to its development (setbacks, height limits, lot coverage, design, land division, etc. contact the Current Planning Section of the DRC.
- ✓ Questions about a building or structure how it is or should be constructed-contact the Building Inspection Section.
- ✓ Questions about public improvements such as roads and sanitary sewers contact the Public Works unit of the DRC.
- ✓ Questions about water wells and on-site sewage disposal systems (septic tanks) contact the Environmental Health Section.

- ✓ Questions about the ground on which your project is located (grading, excavation, soil stability, fault lines, etc. contact the Geotechnical Section.

A complete list of DRC sections and affiliated agencies, along with their phone numbers, addresses, and responsibilities, appears on page 25.

Step One: Gather Information

At this early stage, the most valuable thing you can do is gather information to help you find out the general requirements that apply to your property and your project.

- ✓ What are the general requirements applicable to your property?
- ✓ What restrictions will apply to your project?
- ✓ Are there special building codes or regulations I should be aware of?
- ✓ Will I need to get a survey of my property?

We have several ways to help you answer these questions.

1. Read Informational Handouts

The DRC has over 100 pamphlets and handouts on practically every kind of project. They describe:

- ✓ General requirements and restrictions

Quick Start To Do List

Step One: Gather Information

- ✓ Study DRC handouts.
- ✓ Talk with counter staff.

Step Two: Prepare a Preliminary Plan

- ✓ Prepare a simple plan showing the property lines, easements, natural features, existing and proposed development, and building elevations and floor plans.
- ✓ Describe in writing those elements not easily drawn.

Step Three: Ask for a Review of Your Project

- ✓ Show your preliminary plans to the staff to get early feedback.

Step Four: Prepare your Permit Applications

- ✓ Fill out applications for all of the permits that you will need.
- ✓ Prepare all of the materials that you must submit with your applications.

Step Five: File Your Application

- ✓ File the application.
- ✓ Submit all of the required plans, maps, and other materials.
- ✓ Pay application fees.

These steps are explained in detail on pages 4 through 8.

- ✓ The kinds of applications you need to file
- ✓ The kinds of plans and other documents you need to file with your application
- ✓ The steps involved in the approval process
- ✓ How to request the necessary inspections as your project proceeds
- ✓ How you may appeal if your project is not approved.

These handouts can save you considerable time, particularly if this is the first time you have applied for a permit and you are unfamiliar with the process.

2. Ask the Counter Staff



If you have further questions after you have reviewed these pamphlets, you may ask the DRC staff members, who are available at the counter from 7:30 a.m. to 5:00 p.m., Monday through Friday.

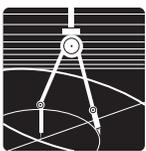
Occasionally, staff will need additional time to research your inquiry. In such cases, they will ask you to complete the **Request for Information or Review** form at the back of this guide and leave it with them.

It is a good idea to keep notes on your contacts and the information they provide. A **Property/Project Information Sheet** is located at the back of this guide to assist you.

3. Ask for an Early Assistance Meeting

If you are new to San Mateo County, you may also wish to make an appointment to meet with staff as part of the County's Early Assistance Meeting Program. Early Assistance Meetings are designed to acquaint owners/builders, contractors, architects and other professionals who are new to the area or are unfamiliar with our permit system with the different agencies involved, and the various costs and requirements. There is no charge for the meeting, which you can schedule by calling 363-1825.

Step Two: Prepare a Preliminary Plan



Once you have gathered and reviewed the basic information about your property and the type of project you have in mind, we suggest that you **prepare a simple preliminary plan and brief written description of your project along with a list of your questions or concerns**. The DRC staff can use this to make an informal preliminary review of your project.

We strongly recommend this for more complex projects

such as major additions, new buildings, land divisions, and significant new uses in existing structures. While this step takes extra time initially, it can save costly and time-consuming plan revisions later on.

What to Put in a Preliminary Plan

- ✓ Property lines
- ✓ Easements
- ✓ Major natural features
- ✓ The existing and proposed development, including structures, buildings, driveways, roads, wells, drainfields, etc.
- ✓ Building elevations and floor plans that will help to illustrate your project.

Your preliminary plan need not be fancy, but it should be neat, legible, and to scale. Examples of preliminary site plans for rural and urban zoning districts appear on pages 6 and 7.

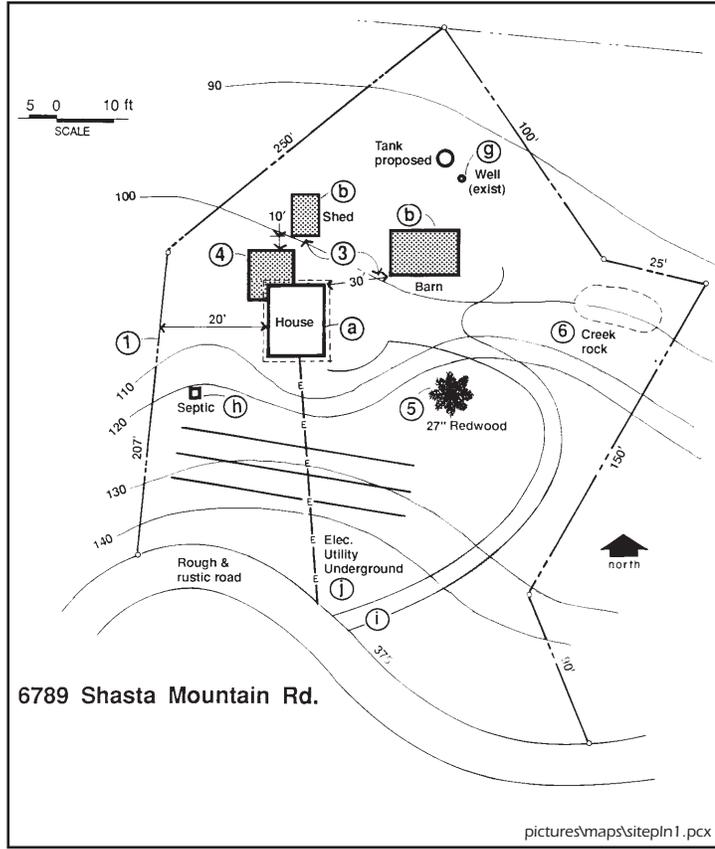
You should also include a written description to cover details about your project not easily conveyed in drawings. Someone applying for a permit to operate a private school, for example, would describe the activities taking place there, the number and type of students, and the hours of operation. Plans for a manufacturing facility would include the number of employees, processes used, and products produced.

Can a Professional Help?

Some projects do not require that you hire a professional, but unless you are familiar both with the preparation of plans and with regulations, you should consider hiring a qualified person to assist you with the design and development of your project. These professionals could include architects; landscape architects; building designers; civil, structural, or soils engineers; surveyors; Green Building Program raters; planning consultants; or building contractors. Their services can be very useful in designing a project that will meet both your needs and the County's requirements.

One of the best ways to find these professionals is to ask for suggestions from people who have had similar work done (especially within the area where your property is located) and whose judgment you trust. You can also find them listed in the Yellow Pages and in the classified advertisement sections of most newspapers. We suggest that you choose someone familiar with the County's requirements and that you ask for and check their references, licenses, and insurance coverage.

Sample Preliminary Site Plan for a Rural Zoning District



This sample site plan does not show all of the listed items but is representative of a typical project.

1. Show all property lines and dimensions of entire parcel (include north arrow). For large parcels, include a detail of the building site vicinity.
2. Show the following structures and features, where applicable:
 - a. Residence (include roof eaves as a dashed line*)
 - b. All detached structures, barns, and utility buildings
 - c. Attached or detached decks
 - d. Covered patios and trellises
 - e. Type and length of retaining walls
 - f. Access or utility easements
 - g. Location of wells (proposed and existing), water storage tanks, and water impoundments
 - h. Location of septic system and leach lines
 - i. Access to parcel

- j. Proposed utilities; indicate above or below ground
- k. Proposed landscaping
3. Setbacks to proposed structures.
4. Shade proposed additions to existing residences.
5. Any Significant or Heritage trees to be removed due to proposed project.
6. Any significant natural features such as drainage swales, adjacent creeks, or rock outcroppings.
7. For projects requiring a grading permit, shade cut and fill.
8. Make all drawings to scale. Typical scales for a rural site plan are 1/8 inch = 1 foot or 1 inch = 10 feet.
9. All plans for submittal to the Planning Section shall be folded to 8½"x11".

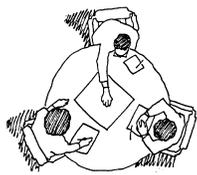
*These items are not necessary for a preliminary review but must appear on the site plan you submit with your application.

Step Three: Ask for a Review of Your Project

As we mentioned earlier, for all but the simplest projects, we strongly recommend that you request a review of your preliminary plans by appropriate DRC staff before you prepare detailed plans and submit permit applications. This will allow the staff to give you feedback on your proposal, identify any concerns that could jeopardize its approval, work with you to resolve problems, give you detailed guidance on how to prepare your permit application, and outline the procedures the staff will follow to process them.

During this stage, we will try to provide you with accurate and detailed guidance, but you should understand that this preliminary review is informal. The County is not bound by the information it provides, and in some cases it is difficult to predict the likelihood of final approval for your project. This is particularly true when public hearings are involved.

Chances are you will be able to conduct your



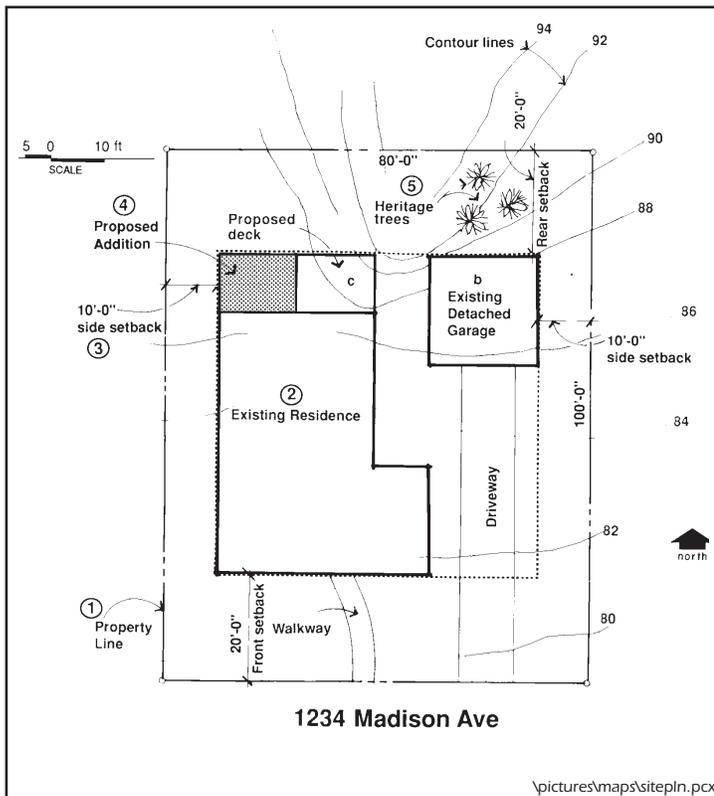
preliminary review over the counter by discussing the project and reviewing your plans with staff on duty. In some cases, you may be asked to leave a copy of your preliminary plans, project descriptions, and questions so that staff can do additional research to prepare a more detailed response. In this case, complete the **Request for Information or Review** form at the back of this guide and attach it to your submittal to assist us in tracking it.

If you are unable to come into the DRC, you may mail us your preliminary plans, project description, and questions, along with a brief cover letter telling us how to contact you. If your concerns are with one particular DRC section's requirements, send it to that section. If not, send it to the Director, who will see that it gets routed properly.

Your Project May Require a Major Development Pre-Application Review

For larger or more complex projects or for those that pose more difficult issues, we may require, or you may request, a more thorough pre-application review, including a pre-application early assistance meeting and public workshop. Because such major projects

Sample Preliminary Site Plan for an Urban Zoning District



This sample site plan does not show all of the listed items but is representative of a typical project.

1. Show all property lines and dimensions of entire parcel (include north arrow). (See Note #11)
2. Show the building footprint of the following structures and label each use:
 - a. Residence (include roof eaves as a dashed line*)
 - b. All detached structures
 - c. Attached or detached decks
 - d. Covered patios and trellises
 - e. Type and length of retaining walls
3. Setbacks to proposed structures.
4. Shade proposed additions to existing residences.
5. Any Significant or Heritage trees to be removed due to proposed project.
6. Any significant natural features such as drainage swales, adjacent creeks, or rock outcroppings.

7. Existing utility easements.
8. For garages located within the front setback, per the slope exception rule, show topographic contours at 2- or 5-foot intervals.
9. For projects requiring any grading, shade cut and fill, and indicate grading amounts in cubic yards.*
10. Make all drawings to scale. A typical scale for an urban site plan is 1/8 inch = 1 foot or 1 inch = 10 feet.
11. A boundary and topographic survey will be required for new development on an undeveloped parcel. Additions to existing development, depending on the scope or location of the expanded areas, may require a full or partial boundary and/or topographic survey.

*These items are not necessary for preliminary review but must appear on the site plan you submit with your application.

generally involve some type of permit from the Planning Section of the DRC, you should submit any request for a Major Development Pre-application review to that section. To initiate such a review, submit a preliminary plan, project description, your list of questions, and a completed **Planning Permit Application Form**. You must submit your request in person to Planning, along with the appropriate application fees.



A planner and a case number will be assigned to your project. We will send you a postcard telling you the planner's name and the case number. This planner will:

- ✓ See that the appropriate agencies review the preliminary plans for your project
- ✓ Arrange a pre-application early assistance meeting and a public workshop.

At the early assistance meeting, you will meet with selected staff to review and discuss your project and determine which permit applications and approvals will be necessary for the project. The planner will provide a written summary of the meeting. Then the planner will help you arrange a public workshop to be held in the

community where the development is proposed. The public workshop is intended to allow community members and public agency representatives the opportunity to provide you with project input before the preparation of final development plans and the submittal of formal permit applications and fees. The planner assigned to your project will summarize the results of the public workshop in a letter to you. If possible, the same planner will subsequently be assigned to process any planning or zoning permits required for your project.

Step Four: Prepare Your Permit Application



Once you have finished your informational contacts with the DRC and completed any preliminary or pre-application reviews, you should know what permits or approvals are required for your project. (Check your notes on the **Project/Property Information Sheet** at the back of this guide.) If you still need more help, please let us know. We will be happy to answer any of your questions.

If your project requires more than one permit, the planner will tell you which to pursue first, and which section of the DRC will have primary responsibility for processing them. Contact that section to obtain application materials if you have not already received them. The **Planning Permit Application Checklist** at the back of this guide shows which plans, information, and materials you must submit when you apply for each type of permit. Also, most application forms include a list of accompanying materials required. The forms are generally self-explanatory. If you have questions about how to complete them, contact the appropriate section of the DRC for assistance. Please remember that an incomplete, inaccurate, or illegible application can delay permit processing, so do your best to comply with application requirements.

Step Five: File Your Application

File your application with the section having primary responsibility for processing the type of permit you are requesting. Certain permits may be applied for by mail, fax, or re-roofs on line; be sure to check first whether your permit falls in this category. To be accepted for processing, your application must be accompanied by all required materials, and you must pay in full any application fees. Cash, check, credit card (VISA and Mastercard - 3% processing fee will apply) or money order are accepted; our limited change fund may prevent changing bills larger than \$20. Applications in person are accepted between **7:30 a.m. and 5:00 p.m., Monday through Friday**. If your project is complex, we recommend that you file your application before 3:00 p.m. to ensure that you will have adequate time.

NOTE: All new structures, regardless of the occupancy, exceeding 1000 square feet and all residential structures regardless of size are required to have an automatic fire sprinkler system installed in the structure. For further information regarding these requirements, please ask a Permit Technician for assistance.

Section 9022.2 and 9022.3 require that any structures in which alterations, repairs, or additions exceed 50% of the valuation of the structure, must have the entire structure brought into compliance with present codes. Included in this upgrade are private sewage disposal systems (septic). In addition structures which exceed 75% will be required to have an automatic fire sprinkler system installed. For further information on this requirement, please ask a Permit Technician.

All building permit submittals for new development or additions, as well as for many planning permit applications, will require full or partial boundary surveys to confirm proposed setbacks.

Fire Sprinkler Permits

1. Plans must be designed by a mechanical engineer or licensed C-16 contractor.
2. Plans must meet specification of Fire Department (jurisdictional).

Often the requirements for fire suppression may require the upgrade or extension of an existing water main. Additionally, your project may require the installation of a new fire hydrant. If this occurs, the applicant will be required to either complete these upgrades prior to the issuance of the building permit, or they may be required to provide our office with a copy of an agreement and contract with the water purveyor which will ensure that the work will be completed prior to the completion of the building permit. Since these agreements and contracts can take some time, it is important to contact the water purveyor early in the process so that all the details and contracts can be completed before your building permit is ready to issue. **YOUR PERMIT WILL NOT BE ISSUED UNTIL THIS MATTER IS RESOLVED.**

Fire Department Reviews

Several different fire departments or fire districts serve the unincorporated area of San Mateo County. **Your application will be referred, by the Building Inspection Section, to the appropriate fire district** and they will review the project for compliance with the adopted regulations within the area they serve. Some districts require you to pay review fees; the permit technician will explain how that works. Typically, if additional details or corrections are required, you will be contacted directly by the fire department/district. When you have incorporated the corrections or changes into a revised set of plans, you must submit those changes to the DRC where they will be referred back to the fire department/district. **DO NOT submit** the changes directly to the fire department/district, as this will cause delays in the review process.

Because the requirements can differ from one department or district to another, it is not possible to include all those requirements in this User's Guide. You should contact them directly to determine what requirements will be incorporated into your project. The Permit Technician who processes your application can provide telephone numbers for each of those departments or districts. You may also contact the Building Inspection Section at (650) 599-7311 for a list of those telephone numbers.

Survey of Building Site and Location of Structure Required Prior to Issuance of Building Permit

As part of the inspection process, inspectors are required to verify that proper setbacks have been maintained. The construction of any new building, additions to existing buildings, alterations and remodels which exceed 50% of the valuation of the existing structure (whether or not additional square footage or expansion is involved), accessory structures, decks, swimming pools, pool houses, cabanas, detached garages, barns, stables, retaining walls, water tanks, and similar projects proposed to be located within 5 feet of a required setback may require a survey.

The use of existing fences or structures is **not** acceptable for verifying setbacks. Fences, in particular, are unreliable. They are often built or rebuilt without regard to actual property lines. Even structures, such as residences, which have existed for many years have been found to be located incorrectly.

Although **recorded** surveys are required in some instances, a **boundary** survey is acceptable in most cases. Prior to requesting your surveyor to provide you with a survey, you should advise the surveyor to contact the Building Inspection Section to determine what type of survey will be required.

What fees will I need to pay?

Fees for building and planning cases can vary depending on the type of the permit or the size of the project. Therefore, it is not possible to quote actual fees in this informational booklet. If you have a complete set of plans, a Permit Technician or Planner can evaluate the project and provide you with an estimate of the fees prior to actually applying for a permit.

In addition to the fees that are collected by the County, other agencies may also require fees associated with your permit. As an example, each school district within San Mateo County collects "school impact" fees for projects which include new square footage. Fire jurisdictions may also require permit and plan check fees independent of the County permit fees. The Department of Public Works also assesses "road mitigation" fees when a new building is constructed or new square footage added.

Once again, you can check with a Permit Technician to determine what other agencies will be involved with your project and speak directly to that agency to determine what their fees would be.

Please also note that fees are increased periodically by the Board of Supervisors. The current fee schedule for

both Building and Planning permit fees will indicate the effective date of such fees.

Fees can be paid by cash, check or credit card.

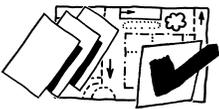
Payment by credit card requires a 3% surcharge fee.

Processing Your Application

Because of varying procedural requirements in State law and County ordinances, each type of permit may be subject to different processing requirements. We process each permit as quickly as possible while ensuring full compliance with the law. While shortcuts can be tempting, they undermine the validity of your permit and place your project at risk. We realize that delays can be costly and will attempt to avoid them, but we ask your cooperation in ensuring that your project and permits comply with applicable requirements.

The following are descriptions of the general processes for planning and zoning permits and for building permits. For a description of the process for Department of Public Works and Environmental Health permits, please ask the staff member who accepts your application for processing. Many projects require several permits, so more than one of the processes may apply to your project.

Planning Permits



If you need planning or zoning permits, you generally apply for them and have them processed before your building and other construction permits, so let's consider them first. The Planning Section of the DRC processes these permits.

One Coordinator

A single staff planner, generally referred to as the project planner, is assigned to coordinate all aspects of processing your planning permits. Shortly after you file your application, you will receive a postcard telling you the name of the planner and case number assigned to your project. You should make all contacts with the assigned planner, although he or she may refer you to other staff members to discuss or review various aspects of your project.

If you have more than one person involved in your project, we suggest that you designate one person to act as overall coordinator and liaison with the County. This reduces the opportunity for miscommunication, confusion, and misunderstanding.

Staff Review and Public Notice of Your Project

Most planning and zoning permits require some type of notification to surrounding owners or residents and often a public hearing before the County Zoning Hearing Officer, Planning Commission, or Board of

Supervisors. In preparation for the hearing and decision on your project, the assigned planner will generally complete the following steps:

1. Initial Application Review

The planner reviews your project to determine whether your application is complete. During this stage, the planner discusses your project with a development review committee of senior staff members. The County generally has 30 days after receiving your application to notify you if you must provide any additional materials or information before your application can be processed.

2. Preliminary Research

The planner determines whether your project conforms with the County's General Plan, Zoning Ordinance, and other regulations and identifies what issues, if any, must be resolved before the application can proceed to a decision.

3. Referral to Other Agencies

The planner lets other agencies and applicable homeowners associations or community groups know about your project and solicits their comments and recommendations regarding compliance with their requirements.

4. Field Inspection

The planner verifies conditions on your project site, surveys the surrounding land uses, and evaluates the potential impacts of your project.

5. Environmental Review

This review ensures that your project complies with requirements of the California Environmental Quality Act and evaluates its potential impact on the environment.

6. Preparation of a Staff Report

The report informs Department management, the Zoning Hearing Officer or Planning Commission, the applicant, and others of the staff's findings, recommendations, and conditions of approval.

7. Public Notification

State and local ordinances require that we notify surrounding owners or residents and the general public of most proposed projects and any

required hearings.

8. Public Hearing

If required, a public hearing allows the public to provide information, comments and suggestions on your project before the County makes a decision. Once a decision is made, usually at the conclusion of the public hearing, both you and the public can appeal most planning and zoning permit decisions to a higher authority within a specified period of time. Staff or Zoning Hearing Officer decisions generally can be appealed to the Planning Commission. Planning Commission decisions, except for those concerning a request for a Home Improvement Exception or a Variance, can be appealed to the County Board of Supervisors.

Discretionary Authority

Most planning permits are discretionary; that is, the decision-maker has some leeway to exercise judgment in determining whether or not to issue a permit.

When approving a permit, the decision-maker usually has the discretion to impose reasonable conditions on the project to assure its compliance with regulations, its compatibility with surrounding land uses, or the protection of natural resources. The vast majority of projects are approved, particularly when the person applying has paid close attention to the requirements from the outset. In most cases, the issue is not whether to build, but how to build.

Please remember: Most planning and zoning permits **do not authorize you to begin construction or grading of a site.** Before you begin construction, you normally must also have a **building or grading permit.**

Building Permits



You can safely assume that all construction activity, from initial grading of a site to interior improvements, alterations, and most repairs, requires a building permit. If you believe that your project does not require a permit, first check with Building Inspection.

When you file your building permit application at the Building Inspection counter, you may be asked to review your plans with the Planning or Public Works staffs before your application is accepted. This review determines whether your project complies with zoning and public works regulations affecting your property or if revisions to your plans will be required. You should

make any revisions required to conform to these regulations before submitting your building permit application. Revisions filed later may be subject to additional charges and delays because of extra plan checks.

Permits for simple projects such as minor repairs or simple alterations can often be issued over the counter at the time of application or within a couple of working days.

The "Plan Check Process"

All other building permit applications enter our "Plan Check Process." Each application is assigned a case number, which is imprinted on your fee receipt. You will need to refer to the case number in future inquiries regarding your application and its status, so be sure to keep a record of it. You should direct inquiries about the status of applications in "Plan Check" to Building Inspection. The staff will check on your application and may, in turn, suggest that you contact other sections regarding the status of their reviews of your plans.

The Building Inspection staff member accepting your application will determine those agencies that must review and approve your plans and application and will distribute copies of your plans to each. Typically, these may include Planning, Public Works, Geotechnical, Environmental Health, and your local fire department. Each agency will review your plans for compliance with its requirements. They may contact you directly to resolve any problems, or they may inform Building Inspection of necessary plan changes or adjustments. Once an agency's requirements are met and their review is complete, they will "sign off" their portion of your permit application.

Building Inspection's Role During the Plan Check

The major part of the Plan Check process is the review of your plans by Building Inspection. This review generally occurs at three points in the process.

- ✓ **First, when you file your application, the permit technician assisting you will check it for completeness. You may be asked to provide additional plans, data, or information before your application is accepted for plan checking; other materials may be needed before your permit is issued.**
- ✓ **Second, shortly after your application is accepted, a building inspector will complete a preliminary Code Compliance Check. He or she will recheck completeness of your plans and application, determine any additional data, calculations, or reports needed and identify**

any obvious discrepancies with the building codes. You will be notified of the results of this review by mail.

- ✓ **Third, the plan check engineer will do the final plan check, including a review of all structural calculations, once other agencies have completed their review. If corrections are required, a letter will be sent advising you of the changes required.**

Have your architect or engineer make the necessary corrections and re-submit corrected plans to the Building Inspection Section.

The re-submittals will then be checked by the plan check engineer. If all items have been addressed, the plans will be approved and

routed to the Permit Section for final processing.

Applicant's Requirements

As the applicant for a building permit, you will have certain responsibilities that you must ensure have been completed, or documents to provide before your permit can be approved or issued. Depending on the scope of the permit and the work proposed, there may be several other agencies or departments that **you** must make contact with.

With a project such as a new single-family dwelling, the applicant may be responsible to provide verification for one or all of the following: a valid Sewer or Individual Sewage Disposal System; Public or Private domestic water supply; Encroachment Permit and/or road improvements, from the County or State of California;

To Help You Review Your Building Permits

Below are a couple of lists our staff developed to help you review our building permit requirements.

Plan Check Requirements Check List

YES	N/A	
		1. I have read the "Building Permit Requirements" brochure and have included all required items in my plan submittal.
		2. Three sets of identical plans identify each page, including page number and title block.
		3. Plot Plan - Provide the location of all utilities (elec, gas, water, sewer), driveways, walkways, parking, wells, water storage tanks, retaining walls, trees, easements, and other structures. Include all topographical information. Indicate location of fire suppression equipment. And indicate location of vegetation to be removed.
		4. Survey of property (signed by licensed surveyor).
		5. Driveway profile (review Public Works handout for requirements).
		6. Drainage Plan and Narrative (review Public Works handout for requirements).
		7. Foundation Plan -Plan view with detail section references.
		8. Floor Plan - Provide proposed and existing, if applicable.
		9. Elevations - Show all sides of the structure. Indicate height and dimensions.
		10. Provide one or more cross sections (framing construction).
		11. Details: (a) Foundation (design, engineering, sections). (b) Structural (design, sections, details). (c) Plumbing (isometric/material type, location of water heater). (d) Mechanical (show registers, ducts, furnace location). (e) Electrical (main service location and size, location of all outlets and switches, number of circuits and their use). (f) Other (special design features).
		12. Engineering data - (signed calculations, plans stamped and signed by registered engineer).
		13. Geotechnical report.
		14. Energy compliance data (CFIR, MFIR, calculations, etc.).
		15. Green Building Program check list.
		16. Handicapped requirements, if applicable.
		17. Other site improvements: bridges, water tanks, sprinklers, antennas.
		18. Fire sprinkler system C-16 licensed contractor or mechanical engineer only.

Top Ten Ways to Avoid Resubmitting Building Plans

1. Provide a site plan indicating accurate configuration and length of property lines (to scale). A survey may be required.
2. Indicate location of all buildings and structures (to scale) on site plan. Include the square footage of each structure.
3. On site plan, locate and describe all easements over property and locate all existing/proposed utilities (including poles, meters and gas, electric and sewer lines).
4. Indicate the location of any existing/proposed domestic well.
5. Indicate the location of any existing/proposed septic system and expansion lines.
6. Indicate location of any existing/proposed water storage tanks. Including specifications and foundation design.
7. Provide a plan and profile for the driveway.
8. Provide elevation drawings that show the height of all sides in relation to the topography of the finished grade.
9. Provide details for the construction and drainage of any retaining walls not associated with building foundations.
10. Provide a drainage plan for all new construction. Indicate roof leaders, drains, sump pump outlets, culvert pipes and all other proposed drainage improvements.

Fish and Game Permit (State); Fish and Wildlife Permit (Federal); Army Corp of Engineers (Federal Navigable Waters); Regional Water Quality Control Board (State); Bay Area Air Quality Management District (regional); State Division of Safety of Dams (State of California); Waste Management Plan (Recycleworks – County); School District Impact Fees; Property Deeds; Copies of dedicated easements; Copy of a recorded Intent to Provide Easement document; and a Boundary Survey.

Other projects, such as major and minor additions, alterations, construction of accessory structures, swimming pools, agricultural buildings, commercial and industrial buildings, mini storage buildings, demolition of structures, private schools, residential care facilities; farm labor housing or affordable housing may include the verifications listed above as well as additional requirements which are specific to the use of the structure or property.

Since each project may differ slightly or substantially, the applicant must ensure that they have reviewed their project carefully and inquired from staff what their (the applicants) responsibilities will be for their individual permit.

Copies of contact numbers for various agencies and departments are available upon request from Counter Staff or our receptionist.

Issuing Your Building Permit

Assuming all is in order, you will receive a postcard informing you that your building permit is ready to be issued. Once you have paid any remaining fees and completed any open paperwork, we will issue you your permit, "job card," and approved plans. Then you may begin construction.

You must post your permit on site and maintain the job card and approved plans in a location accessible to the inspector throughout construction.

Once your permit is issued, the plan check process is complete; when you submit any subsequent inquiries, you should refer to the **job site address** or building permit case number.

During Construction

Progress Inspections



You must make regular progress toward completion of your project, and you must call for progress inspections at appropriate points during construction. The standard sequence of required inspections is shown on your "job card," which the building inspector will use to maintain a record of your inspections. A duplicate copy is kept in the Building Inspection Section.

If you have questions about when your next inspection is needed, ask your building inspector or call Building Inspection between 4:00 p.m. and 5:00 p.m. "Regular progress" is defined as obtaining an approved progress inspection at least every 180 days. Failure to do so could result in expiration of your permit and the payment of a fee to reinstate the permit.

How to Schedule an Inspection

Scheduling of inspections must be done through our automated phone system 650 (306-8415). Inspection requests must be made a minimum of 24 hours in advance. To schedule an inspection you must have your permit case number and a copy of the inspection codes which are located on the front of your job site inspection record. For a detailed description on how to use the automated phone system, please refer to the handout entitled **Hello System**.

We regret that we cannot accommodate requests that inspections be scheduled for specific times. If you need to know the approximate time your inspection will take place, call Hello System at 306-8415 between 8:00 a.m. and 8:30 a.m. on the morning of the inspection and you will be given a 2-hour time frame in which to expect an inspector to arrive at your site.

If the inspector is unable to complete the inspection due to a failure on your part (work is not completed that he was called to inspect, no access to the project, job card or plans missing, etc.), you may be subject to a reinspection fee. You must pay this fee before you can request any additional inspections. (Inspectors cannot accept fees in the field; contact the Building Inspection office.) If you are not prepared for an inspection, call Building Inspection and cancel it.

Plan Revisions

If your plans change during construction, stop all work immediately and file your revised plans with the Building Inspection office. It is possible for minor revisions to be approved in the field by the inspector, but any structural or exterior changes will require that a revision be filed with the DRC. Revisions may be subject to additional

fees. Many revisions can be approved over the counter, but others may need to go back through all or a portion of the plan check process, including review by Planning staff for compliance with Zoning or previous Planning permit approval conditions. Do not resume construction until your revised plans are approved or you are otherwise cleared to do so by Building Inspection.

Information Notices and Stop Work Notices

If you deviate from your approved plans, undertake work that has not been approved, or construct in a manner contrary to County construction codes, you could receive an **Information Notice** or a **Stop Work Notice**. The notice will briefly explain the nature of the problem and may instruct you as to how to proceed to resolve the matter. If you receive one of these notices, stop all work immediately and contact Building Inspection to resolve the matter. Do not resume work until cleared to do so. Failure to comply could lead to legal action against you.

Expiration of Permits

Permits do have a life time during which you must complete the project. Expiration times differ depending on the type of permit that you have obtained. Permits for single family dwellings are valid for one year and can be renewed for a second year. Permits which exceed this time limit will be required to be reinstated and can be subject to any change in zoning or building regulations which have occurred since the application and issuance of the permit.

Permits can also expire if inspections are not requested and conducted every 180 days. Progress inspections must demonstrate that substantial progress has been made since the last inspection.

Final Approval



When your project is complete, it is important that you call for your final inspection from Building Inspection. Your permit remains open until this is done. You may also receive a Certificate of Occupancy at this time, certifying that the building is complete and ready for occupancy. Once the project is "finalized out," your plans and permit file will be microfilmed and kept as a permanent record by the County, but you should maintain your own records of your project as well. Property owners are responsible to ensure that all permits have been completed and finalized.

Some Commonly Asked Questions & Answers

Building Inspection Questions and Answers

1. What do I need to submit to get a building permit?

Different building projects have different requirements (for instance, a permit to build a single-family home requires far more extensive plans, fees, and inspections than a permit to re-roof a single-family home). The County has informational pamphlets detailing the requirements for virtually every kind of building project. The best way for you to answer this question is to review the pamphlet for the particular project you have in mind. If that doesn't do it, call or ask the Building Inspection staff.

2. What are the requirements for plans? Must I have an architect prepare my plans?

When plans are required for a permit, they must be drawn to minimum scale on substantial paper. Please refer to our document **Plan Requirements** for further information. Your drawings must be legible and must be complete enough to describe accurately how you will accomplish the proposed work.

For minor projects such as most decks, kitchen remodeling, bathroom remodeling, and even some small additions, you do not need an architect. However, if you are unfamiliar with drawing techniques, construction codes, symbols, or terminology, you should consider obtaining the services of a qualified draftsman. For major projects, we encourage you to consider hiring a licensed architect or engineer.

3. How much does a building permit cost?

Permit fees vary depending on the type of permit. A permit technician can provide you with an explanation of the fee schedule and, in many cases, an estimate of the fees for your project.

4. Why does it take so long to issue my permit?

The length of time it takes to process a permit depends on the type of permit you are applying for and your property's location. If your property

is within an area that is subject to certain discretionary planning permits, such as Design Review, Coastal Development, or similar planning permits, your processing time will increase. The volume of permits in process and the complexity of your project can also affect processing time. We review permits on a first-come, first-served basis, but we speed up the process for minor projects, such as those mentioned in Question 2, by reviewing them separately from the more complicated ones.

5. Why does my project require geotechnical review?

San Mateo County has a variety of geologic conditions ranging from expansive soils to seismic fault conditions. A geotechnical review can identify potential problems and ensure that you have incorporated proper engineering measures into your project design. In many cases, the State of California has mandated that you make specific measures a part of your design. The purpose of this process is to help you to protect your property, your neighbors, and yourself from the physical and economic injury that some geologic conditions can cause.

6. What does it mean when you say that my project exceeds 50 percent of the value of the structure?

If we determine that the value of your proposed work exceeds 50 percent of the value of the existing structure, our codes require that you bring the entire structure into compliance with current codes. A handout is available, and a permit technician can provide you with further information about how we make this calculation.

7. How long is my building permit valid for?

Permits do have term limitations. Large projects such as new residences and additions are valid for one year and can be renewed for a second year without additional fees. Projects such as deck, water heaters, electrical services and similar permits are valid for 180 days.

In addition to the term limits associated with a permit, you must also obtain a progress inspection at least every 180 calendar days. This inspection must be able to demonstrate substantial progress in one or more of the major

trades. If for any reason you are unable to have a valid progress inspection, you must request an extension "prior" to the expiration of your permit. All requests for extension must be submitted in written form and state the reason why you are requesting the extension. Failure to obtain an inspection or an extension will result in the expiration of your permit.

For further information regarding permit term limits or expirations, please request copies of the appropriate San Mateo County Ordinance Code Sections.

8. How do I get copies of building records for my property?

The County Assessor's office is the primary source of information about your property. Ask for a copy of the building permit **history** for your parcel. This history is typically one or two pages with dates of all building permits and general data about **construction**. The Assessor's office can be reached at 650/363-4500.

For more detailed records - particularly for construction since 1982 - you may request a research of Building Inspection files from the Development Review Center (DRC). Ask for the pamphlet "How to apply for a Research of Building Inspection Records" and the Research form. Please note that there is a fee associated with this work. Also from the DRC, you can obtain information about any Planning permit files on your property. Often these files are lengthy and you may not want to pay to have the whole file reproduced. We recommend that you call the Zoning desk (650/363-1825) to find out if there are any records on your property; if so, then arrange a time to come to the office and view the files.

Planning Questions and Answers

1. How do I find my property lines?

This can be difficult, but we have several suggestions:

- ✓ **We can provide you with a copy of the Assessor's map, which will show an outline of what you own according to the dimensions on your deed.**
- ✓ **In rural areas, or in other areas where there are no regular lot patterns, you may have to obtain a partial or full survey from a licensed land**

surveyor or civil engineer.

- ✓ **In urban areas, you may sometimes determine the location of your front lot line once you know the width of the right of way in front of your property (a staff member at the counter can help you to find out the width). For example, suppose the width of the right of way is 50 feet. Your front property line will be located approximately one half that distance, or 25 feet, from the middle of the right of way.**
- ✓ **Fence lines can be a good general indicator of property lines, but they are not absolute guides and should not be relied upon for drawing plans and determining setbacks.**

If in doubt, hire a surveyor or civil engineer. Depending on the type of project you are proposing, you may need to obtain a full or partial boundary survey of your property for submittal with a planning or building permit application.

2. I've been told that my house is on an "illegal parcel." I've been living there for years and paying taxes regularly. How can the property be illegal?

A legal parcel is one that (1) was created with the approval of the County, or (2) did not require County approval at the time it was created. Other parcels are considered "illegal," and you may not be allowed to develop the property until this problem is resolved. The County is authorized to file a Notice of Violation with the County Recorder's Office, which will show up on any future title reports. You can apply to have the parcel legalized, and the County will do everything possible to help you to solve this problem, particularly if you are doing your best to comply with the law. For more information, please read our pamphlet **How to Legalize a Parcel**.

3. I want to build a fence. What restrictions are there on height and similar matters?

Generally, in most R-1 Zoning Districts, your fence may not be more than 4 feet high in the front of your property or, in the case of a corner lot, more than 4 feet high on any side facing the street. In addition, the first 20 feet (from the front yard) on the side property line may not be more than 4 feet high, or in the case of a corner lot, the first 10 feet along the rear property line from the street may not be more than 4 feet high. It may not be more than 6 feet high on the sides

or rear. (Measured from the lowest adjacent natural grade.) Exceptions are possible.

You do not need a building permit if the fence meets zoning requirements and is wooden or cyclone. You do need a permit if it is made of any other material-masonry or iron, for example.

For more detailed information, ask a DRC staff member for a copy of our pamphlet **How to Apply for a Permit to Build a Fence** or refer to Section 6412 of the San Mateo County Zoning Regulations.

4. Do I need a permit to trim or cut down a tree?

Only if the tree is classified as a live Significant Tree or a Heritage Tree. A Significant Tree has a trunk circumference of 38 inches or more measured at 4-1/2 feet above the ground, except in the Emerald Lake Hills Design Review district, where trunk circumference is 19 inches or more. Heritage trees include all Santa Cruz Cypress and Oregon White Oak, plus certain other trees depending upon their size and location. A detailed list of these, including their qualifying sizes, is available at the Planning counter. In some cases, you will need to submit a report prepared by a licensed arborist that assesses the general health of the tree(s). Where trees are proposed for removal due to proposed development, it is best to assess such removal at the time such development plans are also submitted.

5. Why can't planning permits be approved in a few weeks? What takes so long?

There are a number of reasons. Different planning permits have different process requirements. It's critical to remember that whenever a planner is assigned a permit he/she has several other projects already in the queue of permits being processed. In most cases, surrounding property owners must be notified with ample time to provide comments. Often, there are also internal referrals to solicit comments from other County departments, including the local fire authority. Additionally public hearings may be required, which means that we need additional time to prepare staff reports, notify the public and schedule a hearing. Sometimes detailed environmental studies have to be done. Occasionally after we approve a permit, a citizen files an appeal challenging our decision.

6. What do I need to do in order to have a well on my property?

You need a well construction permit. If you are in the coastal zone and want to install a well, you may also need a Coastal Development Permit (CDP). You can apply for the well construction permit at the Environmental Health Services Division and for the CDP at Planning. In the Coastal Zone, the CDP (or a CDP exemption) must be approved before the Environmental Health Services Division can issue the well drilling permit.

7. Do I need to go through the Coastal Commission to apply for a coastal development permit?

No. Coastal Development Permits are processed by the County, although certain CDPs approved by the County may be appealed to the Coastal Commission.

Glossary of Development Review Terms

Abut

To physically touch or border upon, or to share a common property line.

Access

A way or means of approach to provide physical entrance to a property.

Accessory Structure

A structure detached from a principal building on the same lot and customarily incidental and subordinate to the principal building or use.

Addition

A structure added to the original structure at some time after the completion of the original.

Amortization

A method of eliminating nonconforming uses by requiring the termination of the nonconforming use after a specified period of time.

Applicant

A person, group of persons, or organization submitting an application for development.

Application for Development

The application form, and all accompanying documents and exhibits required of an applicant by an approving authority for development review purposes.

Assessor's Parcel Number (APN)

A nine-digit number (for example, 036-120-070) that identifies a property. The first three digits identify the Assessor's book number that lists the property; the second three identify the block number; and the last three identify the parcel number. You can find the APN on your tax bill, and you can also call the San Mateo County Assessor's Office (363-4500) for help in determining the APN for a property.

Bedroom

A bedroom, or room designed for sleeping purposes shall be a minimum of seventy (70) square feet and shall be not less than seven (7) feet in any direction. A study, sewing room, sitting room, office, den, or other similar room shall be considered a bedroom or room designed for sleeping purposes if it contains a closet, alcove, indentation, or wing wall which creates an area greater

than twelve (12) inches in depth.

Board of Building Permit Appeals (BBPA)

A board established by the Board of Supervisors to hear appeals related to building permit requirements, interpretations, and investigation fees (does not hear zoning issues).

Building

Any structure having a roof supported by columns or walls and intended for the shelter, housing, or enclosure of any individual, animal, process, equipment, goods, or materials of any kind or nature.

Building Envelope

(1) The areas of a lot remaining after the minimum yard and open space requirements of the zoning ordinance have been met.
(2) The area within the exterior walls of a structure.

Building Permit

Written permission issued by the County of San Mateo for the construction, repair, alteration, or addition to a structure.

Building Regulations

Building Regulations are contained within the San Mateo County Ordinance Code, Division VII, adopted by the Board of Supervisors. This ordinance contains the administrative regulations governing construction within the unincorporated areas of the County and adopts by reference the model codes such as the Uniform Building, Plumbing, and Mechanical Codes, as well as the National Electrical Code, Uniform Housing Code, and Uniform Code for the Abatement of Dangerous Buildings.

Certificate of Compliance

A written statement, issued by the County upon request of a property owner or vendee, stating that a parcel of real property complies with the provisions of the Subdivision Map Act and the County Subdivision Regulations. A conditional certificate of compliance may be issued subject to the fulfillment of conditions necessary to bring the property into compliance with the Subdivision Map Act. A recorded final map or parcel map constitutes a certificate of

compliance.

Certificate of Need for Farm Labor Housing

(See Farm Labor Housing.)

Certificate of Occupancy

A document issued by the County of San Mateo allowing a specific occupancy or use of a building and certifying that the structure or use has been constructed or will be used in compliance with all the applicable municipal codes and ordinances.

Coastal Development Permit

A permit to develop property located within the coastal zone. Under provisions of the California Coastal Act of 1976, anyone who develops property within the coastal zone must have either a coastal permit or an exemption approved by the County.

Complete Application

An application form completed as specified by ordinance and the rules and regulations of the County of San Mateo and all accompanying documents required for approval of the application.

Conditional Use

A use permitted in a particular zoning district at the discretion of the County upon showing that such a use in a specified location will comply with all the conditions and standards for the location or operation of such use, as specified in a zoning ordinance, and that the establishment, maintenance, and/or conducting of the use will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

Conditional Use Permit

A permit issued by the Planning Commission or Zoning Hearing Officer stating that the conditional use meets all of the conditions set forth in local ordinances and that the establishment, maintenance, and/or conducting of the use will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

Daylight Plane

A daylight plane defines a three dimensional volume of space in which a building may be constructed. Daylight plane shall be measured as a specified maximum vertical distance from a specified point on existing grade to the topmost point of the wall where it intersects the roof immediately above and then inward at a specified angle until the maximum building height is reached.

Dedication

The transfer of land or an interest in land by its owner to public ownership, for public use.

Demolition Permit

A permit issued by the County before a building or structure, or a part thereof, may be destroyed.

Density

The level of development permitted per unit of land area, usually expressed as the number of dwelling units per acre. The General Plan and Zoning Regulations establish maximum development densities for unincorporated areas of the County. In the rural areas of the Coastal Zone which are zoned Planned Agricultural, Resource Management - Coastal Zone, or Timberland Preserve - Coastal Zone, the maximum density of development for nonagricultural uses is based on water consumption as specified in Policy 1.8 of the Local Coastal Program.

Design Review

An approval process in effect in specified areas that promotes quality architecture and site design, compatible with community character and the physical setting, using the design standards of the applicable design review district.

Development

The division of a parcel of land into two or more parcels; the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any structure; any mining, excavation, landfill, or land disturbances, and any use or extension of the use of land. In the coastal zone, this definition is expanded to include additional activities such as intensifying existing use of the land.

Development Standards

While often used loosely to refer to all requirements in a zoning ordinance, usually the term is used to mean site design regulations such as lot area, height limits, frontage, landscaping, yards, and

floor area ratio-as distinguished from use restrictions.

Easement

A grant of one or more of the property rights by the property owner to and/or for the use by the public, a corporation, or another person or entity.

Farm Labor Housing Certificate of Need

A document certifying that an applicant has a valid commercial agricultural operation and the amount of employee housing requested is consistent with the size of the operation. The certificate must be approved by the County Agricultural Commission, Farm Advisor, Farm Bureau, Environmental Health Division, and Planning Director.

Finding

A determination or conclusion based on evidence presented to or prepared by the decision maker in support of his decision.

General Plan

The County's blueprint for land use and development. It is often referred to as the constitution for guiding local development in the community. Its purpose is to promote the orderly and balanced use of all County resources.

Habitable (or Conditioned) Space

That area of a building that meets minimum building codes required to allow the space to be habitated or lived in as stipulated by the Building Section. Examples include that the ceiling is 7'-6" high and that some type of heating system is permanently built into the structure.

Kitchen

Any room used, or intended, or designed to be used for cooking and preparing of food. Rooms which contain appliances or equipment such as microwave ovens, gas or electric cook tops, gas or electric ovens, toaster ovens and similar appliances shall constitute a room or area used, intended or designated as a kitchen.

Local Coastal Program

Policies adopted by the County of San Mateo that govern the development of land within the coastal zone.

Lot

A designated parcel or portion of land separate from other parcels or portions

of land as established by a final, parcel, or record of survey map or by metes and bounds; intended to be sold, leased, or used separately from other parcels.

Lot Area

The total area within the lot lines of a lot, excluding any street rights-of-way or road easements.

Lot Coverage

That portion of the lot that is covered by buildings and structures.

Lot Frontage

In the case of an interior lot, a line separating the lot from the street and, in the case of a corner lot, a line separating the narrowest lot frontage of the lot from the street.

Lot Line Adjustment

A shift, rotation, or movement of an existing line between two or more adjacent parcels, where the land taken from one parcel is added to an adjacent parcel and where the adjustment does not result in a greater number of parcels than originally existed.

Lot Width

The mean horizontal distance between the side lot lines of a lot measured at right angles to the depth; or the same distance measured at a point midway between the front and rear lot lines.

Metes and Bounds

A method of describing the boundaries of land by directions and distances from a known point of reference.

Moratorium

The legal authorized delay of new construction or development, upon a finding that it would adversely affect public health, safety, or welfare.

Nonconforming Lot

A lot whose area, dimensions, or location was lawful prior to the adoption, revision, or amendment of the zoning ordinance, but which fails by reason of such adoption, revision, or amendment to conform to the present requirements of the zoning district.

Nonconforming Structure or Building

A structure or building whose size, dimensions, or location was lawful prior to the adoption, revision, or amendment to a zoning ordinance, but which

fails by reason of such adoption, revision, or amendment to conform to the present requirements of the zoning district.

Nonconforming Use

A use or activity which was lawful prior to the adoption, revision, or amendment of a zoning ordinance, but which fails, by reason of such adoption, revision, or amendment to conform to the present requirements of the zoning district.

Off-Street Parking Space

A temporary storage area for a motor vehicle that is directly accessible to access on a lot, and which is not located on a dedicated or private street right-of-way. Some spaces are required to be covered.

On-Street Parking Space

A temporary storage area for a motor vehicle which is located on a dedicated street right-of-way.

Parcel

A contiguous land area in the possession of, owned by, or recorded as the property of the same owner or owners.

Permit

Written governmental permission, issued by an authorized official, empowering the holder thereof to do some act not forbidden by law but not allowed without such authorization.

Permitted Use

Any use allowed in a zoning district and subject to the restrictions applicable to that zoning district.

Permittee

Any person to whom a permit is issued.

Plan, Sketch

A rough sketch map of a proposed subdivision or site plan, of sufficient accuracy to be used for the purpose of discussion and clarification.

Planned Unit Development (PUD)

A large-scale development that frequently includes a mixture of residential and nonresidential land uses. For example, within a PUD there may be homes, small commercial buildings appropriate to a predominantly residential area, and public or quasi-public facilities such as parks or golf courses. It is called a "Planned Unit Development" because

the entire PUD is planned and developed at the same time, rather than being developed lot by lot. Consequently, development standards are tailored specifically for the site. Conversely, the project can only be constructed per the approved development standards.

Planning Commission

A five-member commission appointed by the Board of Supervisors. Its duties include advising the Board of Supervisors on the General Plan, zoning, and subdivision proposals and deciding on use permits, variances, and other development permits.

Plot Plan

(See Site Plan.)

Preapplication Conference

Discussions between developers and public employees, usually members of the planning and building staff, before formal submission of an application for a permit or for subdivision plan approval.

Private Parking Space

Off-street parking spaces shall have an area of not less than 171 square feet exclusive of access drives or aisles, and shall have a useable, unobstructed shape of not less than nine (9) feet in width, nineteen (19) feet in length and seven (7) feet in height. Note: See Zoning Regulations for other requirements.

Prohibited Use

A use that is not permitted in a zoning district. Most ordinances, including San Mateo County's, are permissive ordinances, and a use not specifically permitted is prohibited.

Public Hearing

A meeting announced and advertised in advance and open to the public, with the public given an opportunity to comment prior to a public decision being rendered by a public body.

Public Notice

The advertisement of a public hearing in a paper of general circulation in the area and through other media sources, indicating the time, place, and nature of the public hearing.

Restriction

A limitation on property which may be created in a property deed, lease, or mortgage through certain zoning or subdivision regulations or as a condition

of approval of an application for development.

Restrictive Covenant

A restriction on the use of land usually set forth in the deed.

Resubdivide

The further division of lots or the relocation of lot lines of any lot or lots within a subdivision previously made and approved or recorded according to law; or the alteration of any streets or the establishment of any new streets within any such subdivision, but not including conveyances made so as to combine existing lots by deed or other instrument.

Reverse Corner Lot

A corner lot, the rear of which abuts the side of another lot.

Rezone

To change the zoning classification of particular lots or parcels of land.

Right-of-Way

(1) A strip of land acquired by reservation, dedication, forced dedication, prescription, or condemnation and intended to be occupied or occupied by a road, crosswalk, railroad, electric transmission lines, oil or gas pipeline, water line, sanitary storm sewer and other similar uses; (2) Generally, the right of one to pass over the property of another.

Riparian Water Rights

Rights of a land owner to the surface water on or bordering his property, including the right to make use of such waters and to prevent diversion or misuse of upstream water.

Rural Area

Lands which are generally suitable for lower density/intensity land uses because they meet one or more of the following criteria: (1) used for agriculture, timber production, general open space, or as a watershed for public water supply, (2) isolated subdivided areas and commercial centers which are not adjacent to incorporated areas, (3) divided into parcels 5 acres or more next to urban unincorporated areas, and (4) subdivided areas that use on-site wastewater management systems which are adjacent to but not surrounded by incorporated areas.

School Impact Fees

Fees imposed on developers by a school

district to help pay for the costs to the community of providing school facilities.

Screening

A method of visually shielding, or obscuring nearby structures or uses by fencing, walls, berms, or densely planted vegetation.

Septic System

An underground system with a septic tank used for the decomposition of domestic wastes.

Setback Line

That line that is the required minimum distance from the street right-of-way line or any other lot line that establishes the area within which a structure or building may be erected or placed. See also Yard.

Site Plan

A plan, to scale, showing uses and structures proposed for a parcel of land as required by development regulations. It includes lot lines, streets, building sites, reserved open space, buildings, major landscape features—both natural and man-made—and, depending on requirements, the locations of proposed utility lines and easements.

Soil Erosion and Sediment Control Plan

A plan that indicates necessary land treatment measures, including a schedule for installation which will effectively minimize soil erosion and sedimentation.

Soil Map

Map delineating soil types and that is part of a Soil Conservation Service soil survey or other site specific study.

Solar Access Right

A property owner's right to have sunlight shine on his land.

Spot Zoning

Rezoning of a lot or parcel of land to benefit an owner for a use that is incompatible with surrounding uses, rather than for the purpose or effect of furthering the general plan.

Structural Alteration

Any change in either the supporting members of a building, such as bearing walls, columns, beams, and girders, or in the dimensions or configuration of the roof or exterior walls.

Structure

A combination of materials to form a construction for use, occupancy, or ornamentation, whether installed on, above, or below the surface of land or water.

Subdivider

Any person having an interest in land that is the subject of an application for subdivision.

Subdivision

The division of a lot, tract, or parcel of land into two or more lots, tracts, parcels, or other divisions of land for gift, sale, lease, or finance.

Subdivision, Major

Normally, a division of land that results in the creation of five or more parcels, five or more condominiums, a community apartment project containing five or more parcels, or the conversion of a dwelling to a stock cooperative containing five or more dwelling units. There are certain exceptions, which are defined in Section 783 of the Civil Code.

Subdivision, Minor

Normally, a division of land that results in the creation of four or fewer parcels, four or fewer condominiums, a community apartment project containing four or fewer parcels, the conversion of a dwelling to a stock cooperative containing four or fewer dwelling units, and certain other divisions, which are defined in Section 783 of the Civil Code.

Survey

A map, prepared by either a licensed surveyor or civil engineer, confirming all or a portion of a property's boundaries and/or topography.

Unincorporated Area

Any land in San Mateo County that is not part of an incorporated city.

Urban Area

Those lands suitable for urban development because the area is either (1) developed, (2) subdivided and zoned for development at densities greater than one dwelling unit/five acres, (3) served by sewer and water utilities, and/or (4) designated as an affordable housing site in the Housing Component.

Use

The purpose or activity for which land or buildings are designed, arranged, or intended, or for which land or buildings

are occupied or maintained.

Vacancy Rate

The number of uninhabited dwelling units that are available and suitable for occupancy, expressed as a ratio to the total number of housing units.

Variance

A variance allows, under special circumstances, development to vary from the requirements of the Zoning Regulations when strict enforcement would (1) make it difficult to develop a parcel, (2) cause unnecessary hardships to the landowner, or (3) result in inconsistencies with the general purposes of the Zoning Regulations.

Yard

An open space that lies between the principal or accessory building or buildings and the nearest lot line. Such yard is unoccupied and unobstructed from the ground upward, except as may be specifically provided in the zoning ordinance. See also Setback Line.

Zone

A specifically delineated area or district in a municipality, within which regulations and requirements uniformly govern the use, placement, spacing, and size of land and buildings.

Zoning

The dividing of a municipality or unincorporated area into districts, and the establishment of regulations governing the use, placement, spacing, and size of land and buildings.

Zoning Administrator

The Community Development Director, who may appoint a Zoning Hearing Officer to act on his or her behalf. The Zoning Administrator is empowered to hear and decide on certain specified planning matters such as subdivisions, use permits, and variances.

Zoning Hearing Officer

A County official empowered to hear and decide on certain specified planning matters, such as coastal development permits, variances, use permits, and minor subdivisions.

Zoning Map

The map or maps which are a part of the zoning ordinance and delineate the boundaries of zoning districts.

Green Building Ordinance

Introduction

In March of 2008 the San Mateo County Board of Supervisors adopted the Green Building Ordinance, which they amended again in November 2008. A copy of this ordinance is available on the Planning and Building Department web site. The purpose of the Green Building Program is to enhance public health and welfare by encouraging green building measures in the design and maintenance of buildings within the unincorporated areas of San Mateo County. The types of projects that are required to conform to this ordinance are 50/75% additions and remodels, new single family residences and new commercial buildings 3000 sq feet or greater. The County requires that these types of projects obtain a minimum of 50 Green Points from the "Build It Green" checklist or obtain "LEED" certification. Certain incentives are available for projects that exceed the minimum requirements and these are detailed within the ordinance. The Greet Point Checklist must be submitted at the time of application for a Building Permit and the checklist may be found at www.builditgreen.org or www.usgbc.org. An independent third party rater will provide verification of achievement of the number of green points or LEED certification.

Section 1401. Purpose

The purpose of the County Green Building Program is to enhance public health and welfare by encouraging green building measures in the design, construction, and maintenance of buildings. The green building practices referenced in this Chapter are intended to achieve the following goals.

- a. To encourage the conservation of natural resources;
- b. To reduce waste in landfills generated by construction projects;
- c. To increase energy efficiency and lower energy usage;
- d. To reduce the operating and maintenance cost for buildings, and
- e. To promote a healthier environment.

Section 1402. Definitions.

For purposed of this Chapter, the following terms shall have the meanings set forth below:

- a. "50% remodel" means any additions, alterations, or repair within any 12-month period that exceeds 50% of the value of the existing building or structure.
- b. "Build It Green" means the non-profit organization that publishes the New Home Construction Green Building Guidelines, the Multi-Family Green Building Guidelines (Part 1 and 2), Home Remodeling Green Building Guidelines, the Single-Family GreenPoint Rated Checklist, the GreenPoint Rated Existing Home Checklist and the Multi-Family GreenPoint Rated Checklist, and any succedssor entity that assumes responsibility for the programs and operation of Build It Green™.
- c. "Commercial and industrial project" means any new construction of a retail, office, industrial, warehouse, or service building, or portion, which is not a residential project.
- d. "Dwelling, single-family" means a building containing exclusively a single dwelling unit and built to the specifications of the California Building Code (CBC), California Electrical Code (CEC), California Mechanical Code (CMC), California Plumbing Code (CPC), and California Energy Code; or a mobile home containing exclusively a single dwelling unit, built to the Federal Department of Housing and Urban Development (HUD) Construction Standards, on a permanent foundation system, pursuant to Section 18551 of the Health and Safety Code.
- e. "Green building" means a whole systems approach to the design, construction, location and operation of buildings and structures that helps to mitigate the environmental, economic, and social impacts of construction, demolition, and renovation. Green building practices recognize the relationship between the natural and built environments and seek to minimize the use of energy, water, and other natural resources and promote a healthy, productive indoor environment.
- f. "GreenPoint Rated (GPR)" means the version of the applicable GreenPoint Rated Checklist approved by Built It Green™, in effect at the time of project application for County building permit.
- g. "GreenPoints" means credits assigned under the applicable GreenPoint Rated Checklist for a covered project.
- h. "LEED® certification" means having accrued the minimum number of points to merit a "certified" rating on the appropriate Leadership in Energy and Environmental Design (LEED®) Rating System Checklist.
- i. "LEED® rating system" means the applicable version of the Leadership in Energy and Environmental ("LEED®) rating system, approved by the U.S. Green Building Council (USGBC), in effect at the time of project application for County building permit.
- j. "Low-rise multi-family residential" means a building or portion thereof, or a group of buildings, containing three or more dwelling units, including apartment houses, apartment hotels and flats, but not including tourist courts, of three stories or less.
- k. "Two-family dwelling" means a building containing exclusively two dwelling units.
- l. "USGBC" means the United States Green Building Council.
- m. "Working days" means Monday through Friday, excluding County holidays.

Section 1403. Standards for Compliance for Residential Projects.

Approval of any building permit for a new construction or a 50% or greater remodel of a single-family dwelling, a two-family dwelling, or a low-rise multi-family residential project shall not be granted unless the applicant submits a checklist demonstrating that the project receives:

- a. 50 GreenPoints or higher on the appropriate GreenPoint Rated Checklist, including the minimum number of points per category and meeting the prerequisites applicable on the appropriate GreenPoint Rated Checklist, or
- b. LEED® certification.

Section 1404. Expedited Permit Processing for Residential Projects.

Expedited building permit processing will be available for new construction or a 50% or greater remodel of a single-family dwelling, two-family dwelling,

or a low-rise multi-family residential project as follows:

- a. For projects GreenPoint Rated at 75 points or higher or LEED® for Homes certified, comments on the first round of building permit applications will be provided from all County departments within 30 days of submittal.
- b. For projects GreenPoint Rated at 100 points or LEED® for Homes certified, an additional benefit of guaranteed building inspections within two working days of a request for inspection will be provided.

Section 1405. Standards for Compliance for Commercial and Industrial Projects.

Approval of any building permits for commercial or industrial construction of a new building(s) greater than 3,000 sq. ft., including additions of 3,000 sq.ft. or greater to an existing building, shall not be granted unless the applicant submits a checklist demonstrating that the project receives LEED® certification.

Section 1406. Expedited Permit Processing for Commercial and Industrial Projects.

Expedited building permit processing will be available for commercial or industrial construction of a new building(s) greater than 3,000 sq.ft., including additions of 3,000 sq.ft. or greater to an existing building, as follows:

- a. For projects LEED® certified, comments on the first round of building permit applications will be provided from all County departments within 30 days of submittal.
- b. For projects LEED® "Silver" certified, an additional benefit of guaranteed building inspections within two working days of a request for inspection will be provided.

Section 1407. Final Certification.

Completed certificate(s) from Build It Green™ or USGBC must be submitted to the Building Inspection Section prior to a final building permit inspection for any project complying with this Chapter. If the Building Inspection Section does not receive a completed certificate(s) verifying the score on the GreenPoints Checklist submitted at time of application and indicated on the approved set of build-

ing plans (i.e., 50 points, 75 points, or 100 points) or higher or LEED® for Homes certification has been achieved, the project shall be brought into compliance. If a completed certificate(s) from Build It Green™ or USGBC is not submitted prior to a final building permit inspection, temporary occupancy and a financial security will be required as indicated in the following paragraph.

Temporary Occupancy may only be granted by the Building Inspection Section upon conformance with Section 9067 (Temporary Certificate) of the County Ordinance Code (Building Regulations), including provision of a financial security in the form of a Certificate of Deposit Surety payable to the County of San Mateo in the amount of five thousand dollars (\$5,000) to guarantee compliance.

Section 1408. Appeal.

Any decision or determination by the Building Inspection Section under this Chapter may be appealed by the applicant or any interested person to the Building Inspection Manager, at no cost to the applicant.

Any decision or determination by the Building Inspection Manager under this Chapter may be appealed by the applicant or any interested person to the Board of Building Permit Appeals, in accordance with Chapter 7 of this Division, except that no appeals fee will be charged. Notice of such appeal must be filed with the Building Inspection Section not more than ten days after the date on which the final decision or determination that is the subject of the appeal and shall the alleged error or reason for the appeal.

Added information can be obtained by calling Build It Green:



Reference Section

Universal Design Recommendations for Accessibility

From the San Mateo County Commission on Aging and Commission on Disabilities

UNIVERSAL DESIGN: The design of products and environments to be usable by all people to the greatest extent possible, without the need for adaptation or specialized design.

In addition to the U.S. Fair Housing Amendments Act of 1988 and Subsequent Amendments and the California Disabled Access Regulations, The San Mateo County Commission on Aging and Commission on Disabilities recommends the following:

Entrance and Exterior

- ✓ Paths and walkways to be fully and adequately illuminated
- ✓ Main entrance designed with a van accessible, safe, weather protected drop-off/pick-up area
- ✓ Intercom system at entrance and within the units should allow for amplification and be at an accessible height
- ✓ Lever switches to control entry/exit lighting should be installed at the exterior of units, next to doorways (photo, timed or motion sensor controlled lighting excepted)
- ✓ Illuminated doorbell button, installed at a height of no more than 48"
- ✓ All door handles should be lever type (power assisted doors excepted)

Community Space

- ✓ Multiple story buildings should have a centrally located elevator with accessible control panel and an accessible communication device for emergencies
- ✓ Accessible mailboxes near a waiting area

- ✓ Laundry rooms should be located in an easily accessible area. They should include adequate lighting, folding tables, front-loading washers and dryers with easy to reach controls and accessible vending machines
- ✓ Laundry rooms and mailboxes should be located in every residential building
- ✓ Trash shoot (located on each floor) at an accessible height and with an easy pull weight (dumpster lids are too heavy). If there is a trash room, it should be conveniently located
- ✓ Smoke detector, carbon monoxide detector, security systems, etc. should have strobe and horn for hearing and visually impaired
- ✓ Work counter tops, literature racks and bulletin boards should be at an accessible height
- ✓ If there are swimming pools and spas they should be accessible
- ✓ Common area tables should not be limited to permanent seating attachments

Unit Interior

- ✓ Adequate lighting
- ✓ Easy to operate windows. Double pane. Prefer side-to-side operating
- ✓ Sufficient, accessible storage with rods and shelving that are adjustable without the use of tools
- ✓ Smoke detector, carbon monoxide detector, security systems, etc. should have strobe and horn for hearing and visually impaired
- ✓ Phone or emergency button should be located in the living area, bedrooms and bathrooms
- ✓ Intercom systems that allow for amplification and located at an accessible height
- ✓ Light switches should be touch or rocker type
- ✓ If there is an unit laundry facility it should be large enough to accommodate accessible machines

(stacking units are not accessible)

Kitchen

- ✓ Kitchen cabinets installed below counter tops should be designed with pull out drawers or other devices to bring items within easy reach. Doors should be sliding or pocket style
- ✓ Easy to use cabinet knobs
- ✓ Counter tops should be made of an easy to clean material and should be a color that shows dirt
- ✓ Stove controls should be easy to use and safely located
- ✓ All control switches should be easily accessible (lighting, garbage disposal, vent hood)
- ✓ Prefer side-by-side refrigerator/freezer

Bathroom

- ✓ There should be a source of heat in the bathroom
- ✓ Bathroom vanity cabinets and cabinets installed below counter tops should be designed with pull out drawers or other devices to bring items within easy reach. Doors should be sliding or pocket style
- ✓ Shower faucets should have automatic temperature control to avoid scalding.
- ✓ There should be a stall shower that is equipped with a hand held shower attachment.
- ✓ Stall showers should have a permanent seat (easy to operate, fold up seat is preferable)

Quality of Life

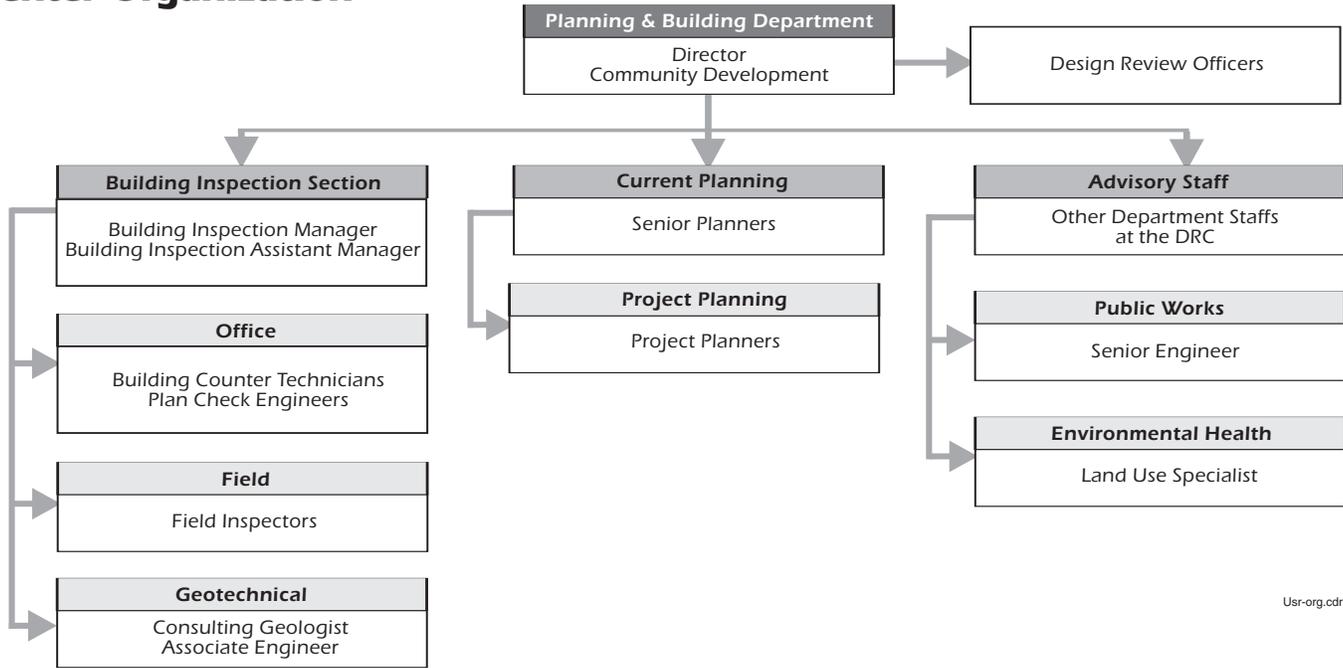
- ✓ Located near public transportation and shopping
- ✓ Create an accessible space for gardening
- ✓ Accessible exercise room with machines bolted to the floor
- ✓ Indoor and outdoor sitting areas spread out around the site

DRC Sections and Affiliated Agencies

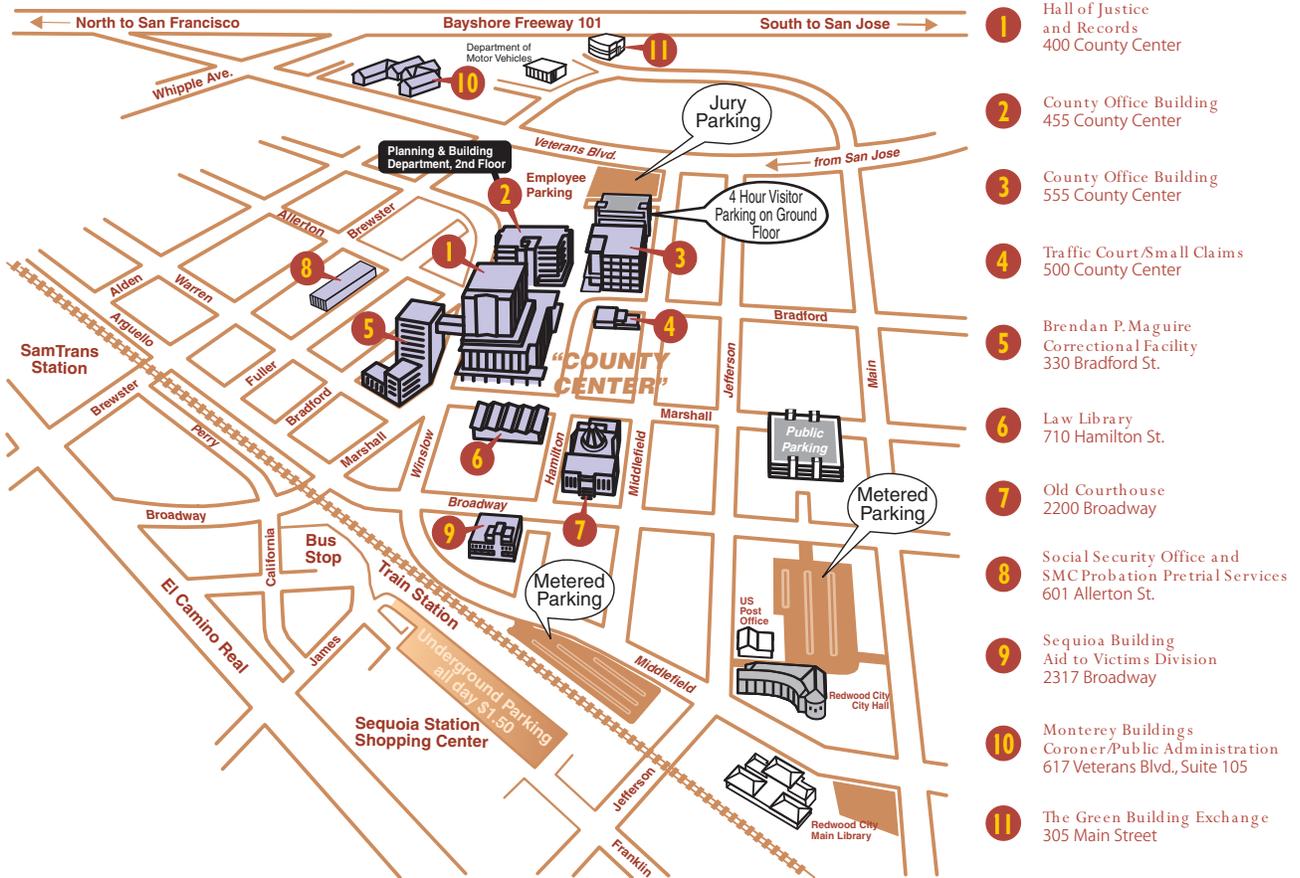
Our email address is [INTERNET:plngbldg@co.sanmateo.ca.us](mailto:plngbldg@co.sanmateo.ca.us)
 Our website address is <http://www.co.sanmateo.ca.us/planning>

Section/Agency	Telephone	Mailing Address	Responsibilities	
Director	(650) 363-4161	Mail Drop PLN122 County Government Center 455 County Center Redwood City, CA 94063	Overall Coordination Of Development Review Process	
Current Planning	(650) 363-1825	Mail Drop PLN122 County Government Center 455 County Center Redwood City, CA 94063	Zoning & Subdivision Info Pre-application Reviews Agricultural Contracts Architectural Review Coastal Development Permits Code Compliance Design Review Grading Permits General Plan Amendments Lot Line Adjustments	Parking Exceptions Rezoning Second Units Stable And Kennel Permits Street Naming Subdivision & Parcel Maps Tree Cutting Permits Use Permits Variances
Building Inspection	(650) 599-7311	Mail Drop PLN122 County Government Center 455 County Center Redwood City, CA 94063	Building Code Information Building permits Electrical Permits Plumbing Permits Mechanical Permits	Building Inspections Housing Inspections Building Code Enforcement Street Addressing Board of Building Permit Appeals
Public Works	(650) 363-1852	Mail Drop DPW123 County Government Center 455 County Center Redwood City, CA 94063	Public Works Information Road Improvements Road Standards Driveways Street Encroachment Permits	Street Closing Permits Storm Drainage Improvements Sewer Improvements Water Lines Underground Utilities
Geotechnical	(650) 599-7311 (650) 363-1838	Mail Drop DPW123 County Government Center 455 County Center Redwood City, Ca 94063	Geotechnical Information Geotechnical/Soil Report Reviews Alquist-priolo Spec. Studies Zones	
Environmental Health	(650) 372-6200	Mail Drop EHS126 2000 Alameda de las Pulgas, Suite 100, San Mateo, CA 94403	Water Well Permits On-site Sewage Disposal Septic System Permits Noise Control Restaurant Permits	Geotechnical Drilling Permits
Fire Departments	Contact the department that provides fire suppression services for your property.	Contact the department that provides fire suppression services for your property.	Fire Prevention and Suppression Requirements in New Construction	
Water Suppliers	Contact your water supplier.	Contact your water supplier.	Water System Connection Permits & Requirements	
Wastewater Treatment	Contact your sewer district.	Contact your Sewer District.	Sewer System Connection Permits & Requirements	
Gas & Electric Service	Contact PG&E.	Contact PG&E.	Gas & electric system connection requirements (also check with public works, planning, and building inspection)	
Telephone	Contact AT&T.	Contact AT&T.	Telephone system connection requirements (also check with public works & planning)	

Development Review Center Organization



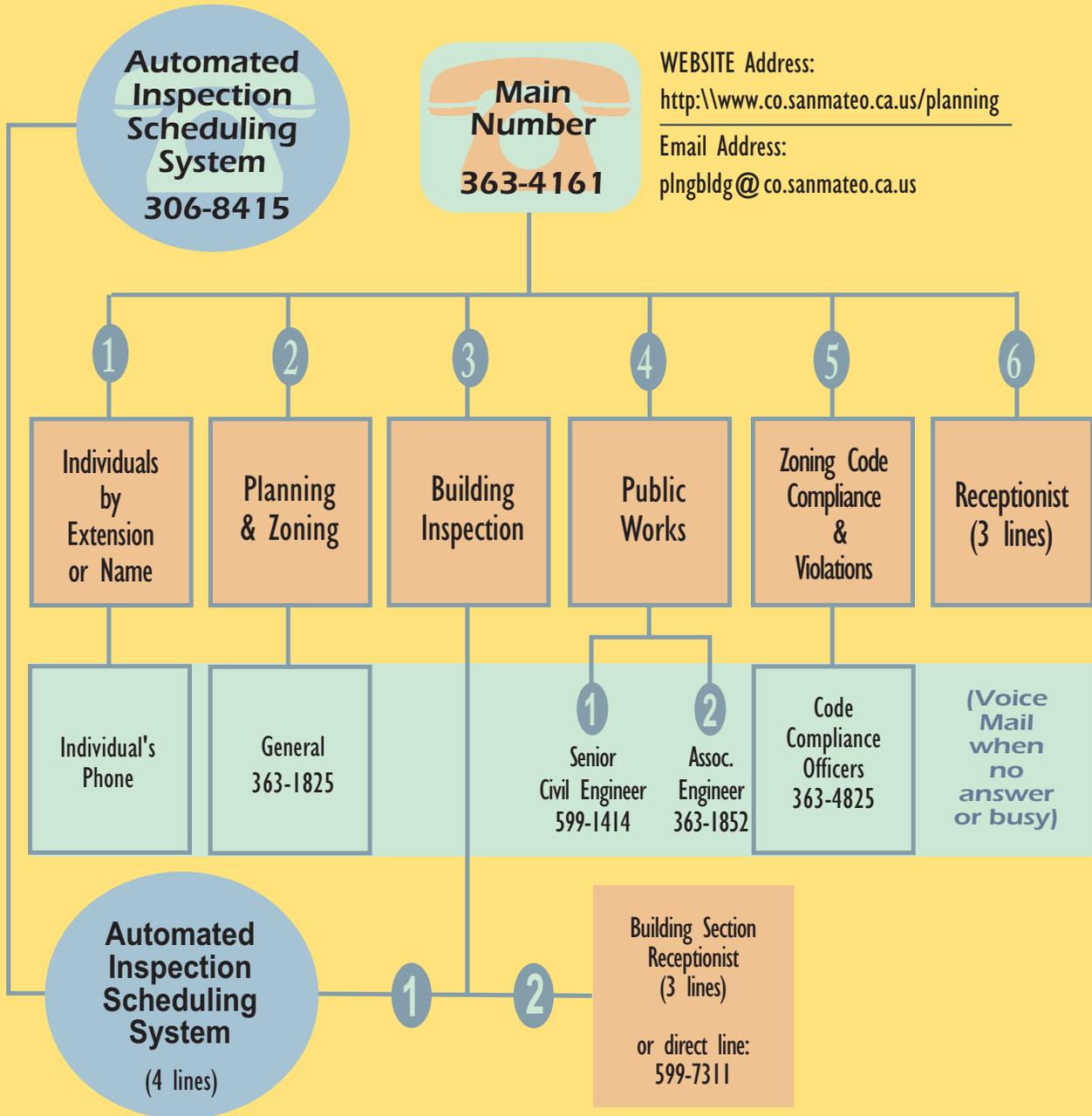
Usr-org.cdr



layers on: P&B website; bldg labels b&w, building color, background lt brn
maps\facility 699.pcx

facility campus map.cdr ss 3/31/08 rev rp

Planning & Building Department's Automated Telephone System



cdr8/autotele.cdr pg2 9-01-10 rp

Planning Permit Application Check List

This form filled out by Staff Only

Primary Permit No: _____

Planning Approvals Required	Accompanying Materials Required																Fees									
	6	10	Application Page	Proof of Ownership (Deed or Tax Bill)	Grant Deed	Owners' Concurrence	Chain of Title	Title Report (within past 2 mo.)	Environmental Information Form	2	5	1	10	Dust Control Plan	Permanent Storm Water Controls	Supporting Statements	Location Map	1	7	1	Elevation Plans	Floor Plans	Plan Reductions (8.5" x 11")	8	Other	
Agricultural Preserve	✓			✓	✓	✓																				
Architectural Review				✓	✓	✓																				
Architectural Review Exemption				✓	✓	✓																				
Certificate of Compliance - Type A				✓	✓	✓	✓																			
Certificate of Compliance - Type B				✓	✓	✓	✓																			
Coastal Development				✓	✓	✓																				
Coastal Development Exemption				✓	✓	✓																				
Major Development Review				✓	✓	✓																				
Confined Animal Permit or Exempt. 9				✓	✓	✓																				
Design Review				✓	✓	✓																				
Fence Height Exception				✓	✓	✓																				
General Plan Amendment				✓	✓	✓																				
Grading				✓	✓	✓																				
Grading Exemption				✓	✓	✓																				
Home Improvement Exception				✓	✓	✓																				
Kennel/Cattery				✓	✓	✓																				
Lot Line Adjustment				✓	✓	✓																				
Merger				✓	✓	✓																				
Off-Street Parking Exception				✓	✓	✓																				
Planned Agriculture				✓	✓	✓																				
Resource Management				✓	✓	✓																				
Rezoning				✓	✓	✓																				
Street Name/Change				✓	✓	✓																				
Subdivision				✓	✓	✓																				
Surface Mining				✓	✓	✓																				
Timberland Preserve				✓	✓	✓																				
Use Permit				✓	✓	✓																				
Variance				✓	✓	✓																				
Other 3				✓	✓	✓																				

Other Fees
Total Fees

1 = 5 sets of all plans (folded to 8 1/2 x 11"), for some applications, only those elevations reflecting changes are required.
 2 = 7 copies of Subdivision Maps (folded to 8 1/2 x 11").
 3 = GFC, Text Amend., Timber Harvest, Topsoil, etc.
 4 = Needed only if a public hearing is required.
 5 = Required if property is 20 acres or more.
 6 = Partial or full boundary and/or topographical survey may be required.
 7 = With Lotline adjustment or subdivision applications, this is the adjustment plan map or tentative subdivision map.
 8 = As determined by Planning depending on project description and characteristics.
 9 = Manure Management plan required for both land disturbance
 10 = Maybe required for any project that includes new impervious surface or

San Mateo County Planning and Building Department

Request for Information or Review

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Telephone: _____

Address of Subject Property: _____

APN(s): _____

Please describe the information you seek as clearly and completely as possible. Attach any documents which you believe will be helpful. A planner will be assigned to investigate your inquiry and respond to you. Please note that as of December 7, 2009, all research time in excess of ½ hour is charged; the current rate is \$100.00 per hour.

STAFF USE ONLY

Received by: _____ Date: _____

Referred to: _____ Date: _____

Time/Cost estimate if over 1.5 hours: _____

Inquirer contacted by: _____ Date: _____

Research fee paid: _____



San Mateo County Planning and Building Department

Property/Project Information Sheet

One important way to make your approval process easier is for you to have certain information about your project organized and available. Please use this sheet to record information that you will need in connection with designing your project and filing your permit application. Remember that files are your notes and are not binding on the County.

The DRC has over 100 publications describing the process and requirements for permits. Please be sure to read those that apply to your project.

Property's Street Address: _____

Assessors's Parcel Number (see your property tax bill): _____ - _____ - _____

Planning/Zoning Permits	Building Permits
Zoning of your property: _____	Permits/approval you will need:
Permits/approval you will need:	Building <input type="checkbox"/>
_____	Plumbing <input type="checkbox"/>
_____	Electrical <input type="checkbox"/>
_____	Mechanical <input type="checkbox"/>
_____	_____ <input type="checkbox"/>
_____	Supporting materials to submit with your application:
Supporting materials to submit with your application:	Plot Plan <input type="checkbox"/>
_____	Construction details <input type="checkbox"/>
_____	Floor Plans <input type="checkbox"/>
_____	Elevations <input type="checkbox"/>
_____	_____ <input type="checkbox"/>
_____	_____ <input type="checkbox"/>
Fees:	Fees:
_____	Filing <input type="checkbox"/>
_____	Building <input type="checkbox"/>
Planner assigned to your project (DRC will provide):	Plumbing <input type="checkbox"/>
_____	Electrical <input type="checkbox"/>
File number assigned to your project (DRC will provide):	Mechanical <input type="checkbox"/>
_____	Microfilm <input type="checkbox"/>
	Plan Check <input type="checkbox"/>
	_____ <input type="checkbox"/>

Phone Numbers

- Current Planning: 363-1825
- Building Permits: 599-7311
- Building Inspection: 599-7311
- Geotechnical: 363-1838
- Public Works: 363-1852
- Environmental Health: 372-6200

email address: plnbldg@mail.co.sanmateo.ca.us

Miscellaneous

Notes/Appointments:



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