



## CITY OF FOSTER CITY

Community Development Department

*Building Division*

610 Foster City Blvd, Foster City, CA 94404

Phone: 650-286-3227 | Email: [building@fostercity.org](mailto:building@fostercity.org)

# Plan Check Submittals Requirements Residential – Commercial Projects

Following is a comprehensive list of plans and documents required for building permit review. Applicants are required to submit permit application form, plans and supporting documents directly to the Building Inspection Division. All plans must be submitted electronically to our website or submitted in person to our office. For specific requirements for a particular project, please consult with the Building Inspection Division between the hours of 8:00 a.m. to 5:00 p.m. Monday to Friday. All plan review fees are due at the time of the initial plan review submittal. All Development Fees, Permit Fees and School Impact Fees must be paid at or prior to permit issuance.

Depending on the type and scope of the project, review and approval by the Planning Division may be required prior to submittal for building permits. Contact a planner in the Planning Division for more information at 650-286-3225 or email [planning@fostercity.org](mailto:planning@fostercity.org).

## SUBMITTAL REQUIREMENTS:

**Electronic submittals** – A complete set of pdf plans and pdf documents. **Hard copy submittals** – (4) complete set of plans, (2) sets of documents.

1. [Permit Application Form](#)
2. Complete set of plans – both wet stamped and signed
3. Structural Calculations – both wet stamped and signed
4. Energy Calculations (Title 24) - both wet stamped and signed
5. Truss Calculations Floor/Roof - both wet stamped and signed
6. Soils Report - both wet stamped and signed
7. [Special Inspection Agreement](#)
8. Specifications, if any submitted
9. [School Impact Fees](#) – required for New Construction and Additions over 500 square feet.
10. Approval from Homeowner's Association
11. "J" number from [BAAQMD](#) - required for removal of asbestos
12. [Stormwater Checklist for Small Project](#)
13. [Waste Management Plan](#)
14. [PCBs form](#)

## DEFERRED DOCUMENTS

- Roof Truss Design and Calculations – Approval by the engineer of record stamped on the plans or letter
- Any other items if allowed by the Chief Building Official.

NOTE: Deferred items are not to be installed until approved by all City Departments and Divisions as required. Modification to existing Fire Sprinklers and Fire Alarms or New Systems required separate Fire Permit. Not Deferred Submittals.

**Plans shall be dimensioned and scaled 24" x 36" size for new construction and additions. Below are common items needed for plan check submittal:**

- 1) **Conditions of Approval:** If applicable, a letter responding to each of the listed conditions of approval from the Planning Division permit, if applicable (Conditional Use Permit, Special Design Permit, Planned Unit Development, Variance, etc.)
- 2) **Cover Sheet:** Provide scope of work, project address, location map, flood zone, type of construction, square footage, occupancy classification(s), area calculations, applicable codes, and information of owner, designer, and contractor, and sheet index.
- **Architectural Plans:** Site/Plot plan, existing construction, demolition plan, new construction, floor plans, exiting plans, door schedules, equipment schedules, accessibility upgrades- accessible path of travel, details and sections, elevations and finishes, and roof plan.
  - **Site/Plot Plan:** location of the project in the City, location of the structure on the property with lot and setback dimensions, easements and north arrow, relationship to other structures, location of the project, floor level, room name or numbers
  - **Floor Plan:** room dimensions, wall, door and window locations and sizes, room designations, existing, demolition and proposed construction, location of smoke detectors, CO alarms, fire exiting signage and equipment
  - **Elevation Plan:** orthographic projections drawing with all sides of the house, identification of the specific side of the building, grade lines, vertical height dimensions of all features, finished floor and ceiling levels, location of exterior wall corners, windows and doors, roof features, porches, decks and patios, material symbols.
- 3) **Structural Plans:** details and construction of foundation, framing, roof framing plan, identify the location of sections and all construction details
  - **Foundation Plan:** footings; foundation walls; piers, and columns; beams and pilasters; direction, size and spacing of floor joists/trusses (Foundations shall match the existing construction for additions.)
  - **Framing Plan:** Size, number, spacing, location, methods, and construction details of the structural members to support all loads. Floor framing such as joists, girders, columns; Wall framing openings and ceiling heights; and Rafters including span and slope.
  - **Details:** large-scale drawings with details, dimensions, tolerances, notation, symbols and specification information of building and their components
- 4) **Mechanical Plans:** Cal-Green requires Heating & Cooling Systems to be designed,
- 5) **Electrical Plans:** Show the location of all receptacles, lights, motors, switches, disconnects, panels, services, transformer, Gensets, one line diagram showing conduit/conductor size and insulation type, exit signs, emergency lighting. Include a panel schedule showing all new and existing loads, building service size, and grounding/bonding.

- 6) **Plumbing Plans:** Provide isometric plans for waste/vent, type of piping material, location of gas lines, water supply lines, sewer line, water heaters with size and input BTU rating, gas line schematic and calculation for sizing of pipe.
- 7) **Energy Calculations:** Provide signed energy forms with calculations on a plan sheet for alteration, addition of shell lighting, and interior/exterior mechanical systems.
- 8) **Civil Plans:** Show all site work, grading, storm drainage, and utilities
- 9) **Landscape Plans:** Details and Tree Protection
- 10) **California Green Building Code with Check List on plans:** Denote where on the plans all mandatory requirements are met.

**Commercial applications may also require additional documents**

- Health Department Approval
- County Hazardous Material Office Approval
- Air Quality Control Office Approval
- San Mateo Consolidated Fire Department Approval

**Fire Permits:** Fire sprinklers, fire alarms, commercial hood and duct suppression systems along with all hazardous material installations or modifications in the City of Foster City shall be applied separate Fire permits. These types of permit applications shall be submitted to and issued by the Foster City Building Inspection Division. All Commercial Fire Permits are inspected by the San Mateo Consolidated Fire Department where Single Family Fire Sprinkler Permits are inspected by Foster City Building Inspection Division.

For questions related to the submittal process, code questions, or general building questions, please email [cddpermit@fostercity.org](mailto:cddpermit@fostercity.org) or [building@fostercity.org](mailto:building@fostercity.org).