

## Community Development Permit Center



## Building Permit Checklist

### Required Verified

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | A completed Permit application  |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction plans<br>Three (3) complete set of plans<br>Wet-Stamped and signed |

### Each set shall include:

- |                          |                          |                                     |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Plot plan                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor plans                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior elevations                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation plans                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor framing plans                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof framing plans                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Section drawings                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Title 24 energy documentation       |
| <input type="checkbox"/> | <input type="checkbox"/> | Structural plans and calculations   |
| <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler plans                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Other department / agency approvals |
| <input type="checkbox"/> | <input type="checkbox"/> | School impact fees                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontractor business licenses     |

### Additional requirements:

- |                          |                          |                                 |
|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Survey Map                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading plans                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Erosion control plans           |
| <input type="checkbox"/> | <input type="checkbox"/> | Soils report                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Conditions of approval          |
| <input type="checkbox"/> | <input type="checkbox"/> | An approved encroachment permit |
| <input type="checkbox"/> | <input type="checkbox"/> | Sign approvals                  |

**CITY OF BELMONT  
COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION  
(650) 595-7422**

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**SUBMITTAL REQUIREMENTS FOR A BUILDING PERMIT:  
COMMERCIAL OR RESIDENTIAL  
NEW BUILDINGS, REMODELS AND ADDITIONS**

This is a list of the minimum requirements for a commercial or residential project. In unique situations, additional information may be necessary. Geotechnical and Soils reports are required for new buildings.

**1. PERMIT APPLICATION**

An application for a building permit can be picked up at the front counter or can be downloaded from the City of Belmont website ([www.belmont.gov](http://www.belmont.gov)).

**2. PLANS**

Three sets of plans and two sets of structural and energy calculations are required for all residential and commercial applications.

Please note the following:

- A. All sheets of the plans and documents shall include the project address, name of owner, date of the plans, the designer name and site address.
- B. Architectural, structural and/or Civil plans and documents **shall be stamped and "wet signed"** by the appropriate architect/engineer.
- C. Kitchen and bathroom upgrades may be submitted on 8-1/2 x 11 inch paper. All other projects require a minimum size paper of 11 x 17 inches.

**3. PLOT PLAN**

- A. The minimum acceptable scale is 1/8"=1'.
- B. Show **North** arrow.
- C. Title block.
- D. Tabulate total lot area, net site area, and existing and proposed floor area and floor area ratio.
- E. Show existing and proposed contours at 4' intervals.
- F. Show property lines and lot dimensions. NOTE: Back of sidewalk **may not be** the property line.
- G. Show all existing and proposed structures and the distances between each including accessory buildings, decks, pools, pool equipment, spas, sheds and detached garages. Clearly distinguish between what is existing and will remain, what is existing and will be removed and what is proposed as new.
- H. Show existing and proposed front, side, and rear setbacks for all floors to the property line to the closest portion of the building.

- I. Show all easements including those for public utilities.
- J. Show driveways and adjacent streets.
- K. Show existing or proposed path of all utilities: electrical, gas, sewer, storm drains, rain water leaders, water etc.
- L. Show areas that are surfaced for parking.
- M. Show the type and location of all trees 6" diameter at breast height (DBH) and larger to be retained or removed and, for commercial, proposed landscaping.

#### **4. FLOOR PLANS**

- A. The minimum acceptable scale is 1/4"=1'.
- B. Include plans for all existing and proposed structures. Clearly distinguish between existing and new construction.
- C. Show dimensions for all rooms, size / height and indicate their use.
- D. Show dimensions for all doors and windows and type of door or window; i.e., casement, slider, awning, fixed, sliding glass door, etc.
- E. Locate all electrical plugs, lights, switches, all plumbing fixtures and heating appliances and registers.

**NOTE:** *All new required garages must be 20' x 20' minimum inside dimension.*

#### **5. EXTERIOR ELEVATION DRAWINGS**

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show the appearance of all exterior walls, roofs, doors, windows and indicate the materials to be used.
- C. Clearly distinguish between existing and new construction.
- D. Show heights of walls and overall heights of building.  

NOTE: There is a 28 foot maximum height limit for residential structures. The height is defined as the vertical distance from finished grade at each point around the perimeter of the building to the uppermost portion of the roof for each respective cross-slope section of the building.
- E. Indicate the roof pitch.
- F. For second-story additions, show elevation drawing of facing wall, including openings of adjacent buildings.

#### **6. FOUNDATION AND FLOOR FRAMING PLANS**

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show the foundation layout, location, piers, grade beams, tie-in with existing if proposed, hold downs and strapping.
- C. Show the floor construction including floor framing, size, spacing, reinforcing steel, plywood size and floor covering.
- D. Include calculations for any manufactured floor truss system.
- E. Show separate floor framing for all stories.
- F. Include calculations for engineered beams.
- G. Show how loads will be transferred to the foundation system.

## **7. ROOF FRAMING PLANS**

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show ridges, hips, valleys, joists, skylights and the size and spacing of the structural members.
- C. Show the roof pitch. Roof pitch less than 3 in 12 requires a membrane roof system.
- D. Include the listing number (i.e. ICC Evaluation Report) for any skylight.
- E. Include "wet signed" calculations for any manufactured truss system.

## **8. CROSS-SECTION DRAWINGS**

- A. The minimum acceptable scale is 1/4"=1'.
- B. Show framing cross-sections for all altered areas. Show at least two (2) complete detailed cross-sections clearly showing how the building will be constructed.
- C. Show the foundation system, the wall system and the roof system.
- D. Show the construction of the structural members and their connections.

## **9. TITLE 24 ENERGY DOCUMENTATION**

- A. Submit energy calculations for all new construction and additions.
- B. Alterations and remodels shall meet the minimum design standard:
  - Insulation: R-30 for ceilings, R-13 walls and floor
  - Windows: Double glazed
- C. Incorporate compliance forms CF-1R and MF-1R into plan pages.
- D. Owner and designer to "wet sign" compliance form.

## **10. STRUCTURAL PLANS AND CALCULATIONS**

- A. Continuous foundations are **required** for 2- and 3-story buildings and decks.
- B. Calculations are necessary for all two-story structures, basements, retaining walls over four (4) feet from the bottom of the footing or post and any non-standard construction.
- C. Piers supporting 2- or 3-floor loads shall be on continuous foundations or grade beams.

## **11. SURVEY MAP**

- A. A survey map is required for all Building Permit applications where work is proposed outside of the building envelope unless waived. A survey map must be prepared, wet-stamped and signed by a licensed design professional. The survey map must include the following elements:
  - 1) A brief legal description of what is being surveyed to include owner's name & Document Number (for Recorder's indexing) and Subdivision Name, Lot, Block, Vol & Page (if any).
  - 2) Scale: Suitable engineering scale.
  - 3) North Arrow

- 4) Show the type and location of all trees 6" diameter at breast height (DBH) and larger to be retained or removed and, for commercial, proposed landscaping.

B. Survey information:

- 1) "Found Monuments" type, size and tag shown and referenced to recorded map. Use solid symbols for Found Monuments.
- 2) Label "U.O." for Unknown Origin for tagged monuments that have no reference (County Engineer's Assoc.)
- 3) Monuments set: type, size and tag. Use open symbols.
- 4) Widths, types and recording data of all easements that are shown.
- 5) Right of way widths and names of adjacent streets and roads.

## 12. GRADING AND EROSION CONTROL PLANS

The application for a grading permit must include all the following information unless the **Issuing Authority** finds any item or items unnecessary to comply with the purposes of this chapter:

- A. Information as required on the plot plan
- B. A statement of proposed use of the site to be graded.
- C. A grading plan, prepared and signed by a California registered civil engineer, showing:
  - 1) Limits of the area(s) to be graded and the locations, dimensions, and slopes of cuts and fills.
  - 2) Calculations of cubic yards of excavation and fills.
  - 3) Profiles and cross sections sufficient to show the relationship of existing and proposed structures to existing and proposed contours.
  - 4) Location, size and varieties of trees to be removed.
  - 5) Existing and proposed drainage and detailed plans for any proposed drainage structures.
  - 6) **Interim and final** plans for erosion control during and after grading including planting, cribbing, terraces, sediment retention structures, and other such means of control **incorporating Best Management Practices for erosion control in accordance with Association of Bay Area Governments "Manual of Standards for Erosion and Sediment Control" (1995 or most recent addition).**
- D. Specifications for revegetation of the graded area to control erosion and restore the appearance of the site including:
  - 1) Location, size and variety of plants.
  - 2) Proposed methods of planting and maintenance.
  - 3) Schedule for installation.
- E. The date the proposed grading is expected to start and to be completed; and the schedule for constructing sediment and erosion control structures.

- F. The number, types and sizes of trucks and other equipment to be used for work on the site and for hauling excavated material.
- G. Information necessary to process hauling permits per Chapter 14, Article III, if required.
- H. The location of any temporary storage areas for fill material.
- I. Detailed engineering specifications and drawings of retaining walls, drainage structures or other site improvements as required by the Director of Public Works based on the recommendations of the department staff and/or the city geologist.
- J. Protection plan for **all trees to be retained**.
- K. Topsoil stockpile areas.

### **13. SOILS REPORT**

- A. Required for all new work in the San Juan Hills Area.
- B A soils report for other work may be required at the discretion of the Building Official.

### **14. SPECIAL FIRE DEPARTMENT AMENDMENTS**

- A. All new RESIDENTIAL structures and COMMERCIAL structures shall be fully fire sprinklered.
- NOTE: Smoke detectors are required in each bedroom and in the hall adjacent to the bedrooms, and on each level. Carbon monoxide alarms are required adjacent to the bedrooms and on each level.

### **15. CONDITIONS OF APPROVAL**

- Include PLANNING COMMISSION NOTICE OF ACTION letter for all conditions imposed in the approval of a variance, a use permit, a subdivision, or design review.

### **16. ENCROACHMENT PERMIT**

- Required for all work performed in the right-of-way.

### **17. SIGN APPROVALS**

- A. All sign design shall be approved by the Planning Department.
- B. Show all locations of proposed signs, both wall mount and free standing.
- C. Show cross-sections detailing installation method and how constructed.
- D. Show electrical schematic of power source and conductors to sign equipment.

### **18. OTHER DEPARTMENT / AGENCY APPROVALS**

- A. Show approvals from Planning Division, Belmont Fire Department, San Mateo County Environmental Health Department, Bay Area Air Quality Management

District, Caltrans, Pacific Gas and Electric, Public Works Department, N.P.D.E.S. - as required by your project.

- B. For exterior alterations and additions to residential Planned Developments (PD) a Conditional Use Permit is required from the Planning Department.

#### **19. SCHOOL IMPACT FEES**

- A. School impact fees must be paid PRIOR to a building permit being issued.
- B. School fees are paid to Sequoia Union High School District, 480 James Avenue, Redwood City, CA 94062-1098 (650) 369-1411, ext. 2290.

#### **20. BUSINESS LICENSES**

**The “Statement of Contractors” must be completed and all subcontractors must obtain a City of Belmont business license prior to the issuance of a building permit.**

***Please inquire at the Permit Center if you have any other questions about the submittal requirements for a specific project.***