RESIDENTIAL / COMMERCIAL SUBMITTAL CHECKLIST

This checklist outlines plan components, calculations, and forms that may be required if you are:

▪ Constructing a new SFH, Duplex, MF building(s)	▪ New commercial building
▪ Building an addition	▪ Tenant Improvements
▪ Adding an attached or detached ADU	▪ PV Solar / ESS
▪ Bathroom remodel	▪ EV Chargers
▪ Kitchen remodel	▪ Gas conversion to electric

GENERAL INSTRUCTIONS FOR PLANS, FORMS AND CALCULATION

- Plans can be prepared by anyone; however, they must be drawn to scale and clearly show the scope of work being proposed.
- If any portion of a structure deviates from conventional framing, the Building Division may require that the plans, drawings, specifications and/or calculations for that portion of work be prepared by or under the direct supervision of a registered engineer of architect. At final submittal, this professional must also stamp and sign the sheets pertaining to this work.

Follow these plan submittal requirements:

PLAN SET REQUIREMENTS All submittals are electronic (no hard copies) and emailed to bcorrales@hmbcity.com **Minimum sheet size:** 24” x 36”	**Submit plans, as applicable, in this order: (see page 2 – 5 for more details)** ▪ Cover sheet with project description ▪ Planning Conditions of Approval ▪ Site Plan, Grading Plan, Landscape Plan ▪ Architectural Plan, Elevations ▪ Structural Plan, Details ▪ Electrical Plan ▪ Mechanical Plan ▪ Plumbing Plan ▪ Titel 24 Energy Documents ▪ Best Management Practices (San Mateo County)
	Required calculations may include: ▪ Structural calculations, vertical and lateral loads ▪ Titel 24 Energy Calculations and forms: - New construction or alteration of the existing building envelope - CF-1R and MF-1R forms completed, signed and printed on plans (or separate file) - CF-GR and Insulation Certificate attached to plans - Performance Analysis and Backup forms

INFORMATION TO INCLUDE ON PLANS:

The following pages outline the minimum information that should be included in each plan set. This outline pertains to typical projects. Your project or site may require more or less information than is indicated here.

INFORMATION TO INCLUDE:

NEW – NEW STRUCTURE | ADD – ADDITIONS | RML – REMODEL

	NEW	ADD	RML
COVER SHEET/TITLE PAGE	■	■	■
1. Project address, Assessor's Parcel Number	■	■	■
2. Legal Property Onwer's Name, Address, Phone Number	■	■	■
3. Scope of work/job description	■	■	■
4. Proposed work vs existing		■	■
5. Building Height/number of stories	■	■	■
6. Building Area	■	■	■
7. Occupancy types (ex. R3, U, etc.)	■	■	■
8. List of applicable Building Codes	■	■	■
9. Building construction types (ex. Type VB, etc)	■	■	■
10. Zoning designation	■	■	■
11. Fire sprinklers provided	■	■	■
12. Table of contents of plan sheets provided/Sheet index	■	■	■
13. Name and type of design professionals	■	■	■
14. Plan date / revision dates	■	■	■
15. Symbol legends	■	■	
16. Abbreviatons	■	■	■
17. General notes	■	■	■
18. Scale / dimensions / setbacks	■	■	■
CIVIC PLANS (PLOT PLAN, UTILITIES, GRADING, DRAINAGE) – Draw to scale	■	■	■
1. North arrow	■	■	■
2. Aerial view / map view	■	■	■
3. Building footprint & roof line with all projections and dimensions to property lines/zoomed out vision of building and vicinity	■	■	■
4. Dimensions between buildings	■	■	
5. Full parcel, lot dimensions, property lines, street name(s)	■	■	
6. Setbacks	■	■	
7. Any recorded easements and visible utilities (electric meters, gas and water on site)	■	■	
8. Existing and proposed grading plans	■	■	
9. Pad elevations, ground slope drainage scheme and topographic	■	■	
10. Location of existing and proposed retaining walls	■	■	

	NEW	ADD	RML
ARCHITECTURAL PLANS	■	■	■
1. Floor plans, room uses	■	■	■
2. Exterior elevations	■	■	
3. Cross sections in each direction	■	■	■
4. Accessory elements	■	■	
5. Setbacks	■	■	■
STRUCTURAL PLANS	■	■	■
1. Framing system	■	■	■
2. Foundation	■	■	■
3. Details	■	■	■
DETAIL SHEETS (as applicable. All details and sections should be cross referenced on the plans)	■	■	■
1. Window schedule detailing egress, safety glazing, and skylight-approved listing numbers.	■	■	■
2. Door schedule listing sizes and types	■	■	■
3. Framing and foundation details	■	■	
4. Roof: eaves, overhangs, rakes and gables	■	■	
5. Handrails, guardrails, and support details	■	■	■
6. Stairway rise and run, framing, attachment	■	■	■
7. Fire resistive construction (wall, eave, underfloor, etc)	■	■	■
8. Prefabricated fireplace with approved listing number	■	■	■
ELECTRICAL PLANS	■	■	■
1. Power	■	■	
2. Lighting	■	■	■
3. Panel schedule	■	■	
4. Locations and sizes of outlets, fixtures, switches	■	■	■
5. Smoke detectors, subpanels and main panels	■	■	
LANDSCAPING PLANS	■	■	
1. Irrigation	■	■	
2. Planting schedule	■	■	
3. Low Impact Development	■	■	
MECHANICAL PLANS			
▪ Ductwork, fans, vents	■	■	
▪ Location of HVAC equipment and size, noting BTU/HR output	■	■	
PLUMBING PLANS	■	■	■
1. Locations of plumbing fixtures, listing and all required dimension	■	■	■

	NEW	ADD	RML
ENERGY PLANS	■	■	
1. CF1R and MF1R forms completed, signed and printed on files	■	■	
2. CFGR and Insulation Certificate attached to plans	■	■	
3. Performance Analysis and Backup forms included	■	■	
KITCHEN REMODEL (minimum sheet size: 11" x 17")			■
1. Cover sheet/title page (see page 2)			■
2. Existing and proposed floor plan (even if is like-for-like)			■
3. Interior elevations			■
4. Electrical plan, lights, fixtures, outlets, switches, fans, etc.			
BATHROOM REMODEL (minimum sheet size: 11" x 17")			■
1. Cover sheet/title page (see page 2)			■
2. Existing and proposed floor plan (even if is like-for-like)			■
3. Interior elevations			■
4. 3D modeling (optional)			■
5. Electrical plan, lights, fixtures, outlets, switches, fans, etc.			■
FIRE PROTECTION	■	■	
1. Fire sprinklers (for additions, please check with staff, and CFPD)	■	■	
2. Fire alarms (for additions, please check with staff, and CFPD)	■	■	
PV SOLAR & ESS (minimum sheet size: 11" x 17")	■		
1. Cover sheet/title page: abbreviations, electrical notes, jurisdictional notes, general notes, vicinity map, index (see page 2)	■		
2. Site Plan	■		
3. Site Plan, PV Array	■		
4. Installation details	■		
5. Electrical Line Diagram / breaker schedule (if applicable)	■		
6. Elevations	■		
7. Labels	■		
8. Equipment Technical Specifications	■		
9. Structural details and calculations as needed	■		
EV CHARGER / GENERATORS (minimum sheet size 11" x 17")	■		
1. Floor plan	■		
2. Electrical Line Diagram	■		
3. Installation details	■		
4. Equipment Technical Specifications	■		
5. EV Charger Checklist	■		
6. Generator Permitting Checklist	■		

	NEW	ADD	RML
GAS CONVERSION TO ELECTRIC (PENDING)			▪

OTHER DOCUMENTS OR PLANS
Depending on the project, other documents or plans may be required. Examples include:
▪ Title 24 Energy Calculations
▪ Soils report and geologic hazard study if in a geologic Hazard Zone
▪ Structural calculations
▪ Pools and Spas
▪ Demolition of structures on site
▪ Truss design package
▪ Special Inspections form

RESIDENTIAL AND NON-RESIDENTIAL
CHECKLIST FOR PERMITTING ELECTRIC VEHICLES AND
ELECTRIC VEHICLE SERVICE EQUIPMENT (EVSE)

Please complete the following information related to permitting and installation of Electric Vehicle Service Equipment (EVSE) as a supplement to the application for a building permit. This checklist contains the technical aspects of EVSE installations and is intended to help expedite permitting and use for electric vehicle charging.

Upon this checklist being deemed complete, a permit shall be issued to the applicant. **However, if it is determined that the installation might have a specific adverse impact on public health or safety, additional verification will be required before a permit can be issued.**

This checklist substantially follows the "Plug-In Electric Vehicle Infrastructure Permitting Checklist" contained in the Governor's Office of Planning and Research "Zero Emission Vehicles in California: Community Readiness Guidebook" and is purposed to augment the guidebook's checklist.

Jobsite Address: _____

Permit No.: _____

☐ Single-Family ☐ Multi-Family (Apartment) ☐ Multi-Family (Condominium)
☐ Commercial (Single Business) ☐ Commercial (Multi-Businesses)
☐ Mixed-Use ☐ Public Right-of-Way

Location and Number of EVSE to be Installed:
Garage _____ Parking Level(s) _____ Parking Lot _____ Street Curb _____

Description of Work: _____

_____

_____

_____

Applicant Name: _____

Applicant Phone & email: _____

Contractor Name: _____ License Number & Type: _____

Contractor Phone & email: _____

Owner Name: _____

Owner Phone & Email: _____

EVSE Charging Level: ☐ Level 1 (120V) ☐ Level 2 (240V) ☐ Level 3 (480V)
Maximum Rating (Nameplate) of EV Service Equipment = _____ kW
Voltage EVSE = _____ V Manufacturer of EVSE: _____
Mounting of EVSE: ☐ Wall Mount ☐ Pole Pedestal Mount ☐ Other

System Voltage:
☐ 120/240V, 1ϕ, 3W ☐ 120/208V, 3ϕ, 4W ☐ 120/240V, 3ϕ, 4W
☐ 277/480V, 3ϕ, 4W ☐ Other _____
Rating of Existing Main Electrical Service Equipment = _____ Amperes
Rating of Panel Supplying EVSE (if not directly from Main Service) = _____ Amps
Rating of Circuit for EVSE: _____ Amps / _____ Poles
AIC Rating of EVSE Circuit Breaker (if not Single Family, 400A) = _____ A.I.C.
(or verify with Inspector in field)

Specify Either Connected, Calculated or Documented Demand Load of Existing Panel:
- Connected Load of Existing Panel Supplying EVSE = _____ Amps
- Calculated Load of Existing Panel Supplying EVSE = _____ Amps
- Demand Load of Existing Panel or Service Supplying EVSE = _____ Amps

(Provide Demand Load Reading from Electric Utility)

Total Load (Existing plus EVSE Load) = _____ Amps

For Single Family Dwellings, if Existing Load is not known by any of the above methods, then the Calculated Load may be estimated using the "Single-Family Residential Permitting Application Example" in the Governor's Office of Planning and Research "Zero Emission Vehicles in California: Community Readiness Guidebook" https://www.opr.ca.gov

EVSE Rating _____ Amps x 1.25 = _____ Amps = Minimum Ampacity
of EVSE Conductor = # _____ AWG
For Single-Family: Size of Existing Service Conductors = # _____ AWG or kcmil
or: Size of Existing Feeder Conductor
Supplying EVSE Panel = # _____ AWG or kcmil
(or Verify with Inspector in field)

I hereby acknowledge that the information presented is a true, correct representation of existing conditions at the job site, and that any causes for concern as to life-safety verifications may require further substantiation of information.

Signature of Permit Applicant: _____ Date: _____

GENERATOR PERMITTING CHECKLIST

Building permits are required for all generators. Application for generators shall include:

- Completed Building permit application.
- Scaled and dimensioned site plan identifying all items identified in this bulletin including required setbacks to property lines, all adjacent structures specifically identifying window locations, bedrooms, combustibles including vegetation, and underground utilities.
- Plans shall include name, mailing address and phone number/email of the responsible designer, signature, seal (if applicable) of the person preparing the construction drawings, complete scope of work description.
- Include in drawings, reference Code used, 2022 California Building Code (CBC), 2022 California Residential Building Code (CRC), 2022 California Plumbing Code (CPC), 2022 California Electrical Code (CEC), 2022 California Energy Code (CEnC), and 2022 California Fire Code (CFC).
- Make and Model of Generator with installation instructions
- Electrical single line diagram including wire size; indicate transfer switch or interlock and if the generator is a
- "separately derived system"

INSTALLATION SPECIFICATIONS AND REQUIREMENTS

A permanent hard-wired generator or transfer switch for a portable generator are two options for providing backup power to a home or a non-residential use during Public Safety Power Shutoffs or other local power outages. The installations must meet the requirements outlined in this bulletin.

Application Information: *For hard-wired/permanent generators only:* (To be used ONLY during Public Safety Power Shutoffs or local power outages)

- Some hard-wired/permanent generators may also require a Planning Permit. Confirm requirements before proceeding with Building Permit, indicate Planning sign-off or Planning Permit in the Building Permit application.
- Natural gas pipe sizing calculations must be available to the City Inspector.
- Generator shall not exceed 400 pounds maximum.
- Generator motor shall not exceed 50 HP (850 cc) maximum.
- Generator sound level shall not exceed 65 decibels at 23 feet from front of generator.
- Typically, generators shall not be located in a front or street-facing side yard. Generators shall be setback a minimum of 5 feet from the side or rear yard property line and setback at least 5 feet from the windows of rooms used for sleeping purposes on the subject or adjacent properties. Furthermore, greater setbacks may be required to meet noise or other health standards, see below.
- Generator must be installed on a 2500 PSI concrete pad: 4" thick with #3 rebar 18" O.C. At a minimum, the concrete pad must extend 6" beyond the sides of the generator.
- Generator must be attached to the concrete pad at each corner with 3/8" Stainless Steel ICC approved expansion anchors 2-5/16" nominal embedment.

Inspection: The City Inspector will review the electrical plan at the property site after the equipment is installed. The equipment and installation must meet all of the following criteria:

- Generator/Transfer Switch must be UL listed and installed per the manufacturer's installation instructions.
- Installation instructions must be available at time of inspection.
- Standby electrical load shall not exceed the generator's power rating (kw).
- ***Never*** connect a generator to another power source, including PG&E power supply lines.

NOISE STANDARDS

The sound pressure level of any use or combination of uses on a property must not exceed the following decibel levels:

- Property line abuts a residential use: 55 Decibels (dBa)
- Property line abuts a non-residential use: 60 Decibels (dBa)

HEALTH RISK THRESHOLDS

The maximum allowed annual emissions for the generator is equivalent to an incremental cancer risk less than 1.0E-05 (ten in a million), were the exposure to continue for 70 years; and (2) TBACT has been applied to permitted sources.

SPECIAL INSPECTION AND TESTING AGREEMENT

City of Half Moon Bay
Community Development Department
Building Division

BEFORE A PERMIT CAN BE ISSUED: The owner or owner's agent, the engineer or architect of record, and the Special Inspector shall complete two (2) copies of the attached Special Inspection and Testing Schedule including the requirement acknowledgments to the Building Division for review and approval. It is recommended that the contractor also sign the form if one has been selected for the project. A pre-construction conference with the parties involved may be required to review the special inspection requirements and procedures.

APPROVAL OF SPECIAL INSPECTORS: Each special inspector shall be approved by the Building Division, prior to performing any duties. Special inspectors may be approved to perform special inspection on the subject project provided they provide their qualifications to the Building Official for evaluation. The evaluation process may also require a personal interview between the prospective special inspector and the Building Official. Approved special inspectors shall display approved identification, as stipulated by the Building Division, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of CBC Section 1701. The following conditions are also applicable:

A. **Duties and Responsibilities of the Special Inspector**

1. **Observe Work**. The special inspector shall observe the work for conformance with the Building Division approved (stamped) design drawings and specifications and applicable workmanship provisions of the CBC. Architect/Engineer-reviewed shop drawings may be used only as an aid to inspection.

   Special inspections are to be performed on a continuous basis, meaning that the special inspector is on site in the general area at all times observing the work requiring special inspection. Periodic inspections, if any, must have prior approval by the Building Official based on a separate written plan reviewed and approved by the Building Official and the project engineer or architect.

2. **Report Nonconforming Items**. The special inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the Building Official by telephone or in person, notify the engineer or architect, and post a discrepancy notice.
3. **Furnish Daily Reports**. On request, each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections. These records shall remain at the jobsite with the contractor for review by the Building Inspector.
4. **Furnish Weekly Reports**. On request, the special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Official, project engineer or architect, and others as designated. These reports must include the following:

   a. Description of daily inspections and tests made with applicable locations;
   b. Listing of all nonconforming items;
   c. Report on how nonconforming items were resolved or unresolved as applicable; and
   d. Itemized changes authorized by the architect, engineer and Building Division if not included in nonconformance items.

5. **Furnish Final Report**. The special inspector or inspection agency shall submit a final signed report to the Building Official stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the CBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) Shall be specifically itemized in this report.

B. **Contractor Responsibilities**

1. **Notify the Special Inspector**. The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the Building Division approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

2. **Provide Access to Approved Plans**. The contractor is responsible for providing the special inspector access to approved plans at the jobsite.

3. **Retain Special Inspection Records**. The contractor is also responsible for retaining at the jobsite all special inspection records submitted by the special inspector, and providing these records for review by the Building Division inspector upon request.

C. **Building Division Responsibilities**

1. **Approve Special Inspection**. The Building Official shall approve all special inspectors and special inspection requirements.

2. **Monitor Special Inspection**. Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Inspection Division. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

3. **Issue Certificate of Occupancy**. The Building Division may issue a Certificate of Occupancy after all special inspection reports and the final report have been submitted and accepted.

SPECIAL INSPECTION AND TESTING SCHEDULE

City of Half Moon Bay
Community Development Department
Building Division

JOB ADDRESS	PERMIT #:	LOT(S)	BLK
	SUB'D	APN	

Owner.....	Contractor .....
Addr/City/St	Addr/City/St .....
Zip ..... Daytime Phone	Zip..... Daytime Phone .....
Petitioner (Form Completed By).....	Engineer/Architect.....
Addr/City/St	Addr/City/St .....
Zip ..... Daytime Phone	Zip..... Daytime Phone .....

PROJECT DESCRIPTION:

TESTING/INSPECTION AGENCY OR	Name ..... Telephone.....
SPECIAL INSPECTOR:	Addr .....City ..... State .....Zip .....

REINFORCED CONCRETE, GUNITE, GROUT AND MORTAR:

Concrete	Gunite	Grout	Mortar	
_____	_____	_____	_____	Aggregate Tests
_____	_____	_____	_____	Reinforcing Tests
_____	_____	_____	_____	Mix Designs
_____	_____	_____	_____	Reinforcing Placement
_____	_____	_____	_____	Batch Plant Inspection
_____	_____	_____	_____	Inspect Placing
_____	_____	_____	_____	Cast Samples
_____	_____	_____	_____	Compression Tests

PRECAST/PRESTRESSED CONCRETE:

Piles	Post-Tens	Pre-Tens	Cladding	
_____	_____	_____	_____	Aggregate Tests
_____	_____	_____	_____	Reinforcing Tests
_____	_____	_____	_____	Placement Inspection
_____	_____	_____	_____	Tendon Tests
_____	_____	_____	_____	Mix Designs
_____	_____	_____	_____	Reinforcing Placement
_____	_____	_____	_____	Insert Placement
_____	_____	_____	_____	Concrete Batching
_____	_____	_____	_____	Concrete Placement
_____	_____	_____	_____	Installation Inspection
_____	_____	_____	_____	Cast Samples
_____	_____	_____	_____	Compression Tests

STRUCTURAL MASONRY:

_____ Special Inspection Stresses Used
_____ Preliminary Acceptance Tests (Masonry Units, Wall Prisms)
_____ Subsequent Tests (Mortar, Grout, Field Wall Prisms)
_____ Placement Inspection of Units

STRUCTURAL STEEL/WELDING:

_____ Sample and Test (list specific members below)
_____ Shop Material Identification
_____ Welding Inspection ○ Shop ○ Field
_____ Ultrasonic Inspection ○ Shop ○ Field
_____ High-Strength Bolting Inspection ○ Shop ○ Field
☐ A325 ☐ A490 ☐ N ☐ X ☐ F
_____ Metal Deck Welding Inspection
_____ Reinforcing Steel Welding Inspection
_____ Metal Stud Welding Inspection
_____ Concrete Inset Welding Inspection

INSULATING CONCRETE:

_____ Sample and Test
_____ Placement Inspection
_____ Unit Weights

FILL MATERIAL:

_____ Acceptance Tests
_____ Placement Inspection
_____ Field Density

PILE DRIVING:

_____ Placement Inspection

Engineer's/Architect's Seal & Signature Here

FIREPROOFING:

_____ Placement Inspection
_____ Density Tests
_____ Thickness Tests
_____ Inspect Batching

STRUCTURAL WOOD:

_____ Shear Wall Nailing Inspection
_____ Inspection of Glulam Fab.
_____ Sample and Test Components

ADDITIONAL INSTRUCTIONS OR OTHER TESTS AND INSPECTIONS:

I have read and agree to comply with the terms and conditions of this agreement.

Owner:	Signature:..... Date:.....
Petitioner (Form completed by):	Signature:.....Title: ..... Date:.....
Contractor:	Signature:.....Class: ..... Date:.....
Project ☐ Engineer ☐ Architect:	Signature:.....Lic. #: ..... Date:.....
Special Inspector or Inspection Agency:	Signature:..... Date:.....