



DEPARTMENT OF ECONOMIC  
AND COMMUNITY  
DEVELOPMENT  
BUILDING DIVISION

# PLAN SUBMITTAL REQUIREMENTS

## Residential and Commercial Projects

Welcome to the South San Francisco Building Division. We are providing this handout to assist you in preparing your submittal for plan check. "Section A" below lists the minimum information required for most plan submittals. Additional plan information that may be needed is listed in Section B. The scope of your project should be reviewed with Building Division Staff, and the appropriate items will be marked.

To initiate the plan review process, a building permit application must be completed and submitted. Based on the project valuation, a plan check fee will be collected at the time of submittal.

### SECTION A:

**\*WE ONLY ACCEPT ELECTRONIC SUBMITTALS WHICH PLANS SHALL BE UPLOAD TO <https://permits.ssfcg.gov> FOR RESIDENTIAL AND COMMERCIAL.** Please be sure to attach the completed plan check application. Contact the office with any questions 650-829-6670 option #1.

All PLAN SETS SHALL INCLUDE THE FOLLOWING: (Minimum 12 Pt. Font (1/8"))

1. **TITLE BLOCK:** This should include such information as Owner's name, Design professional or engineer's name, project address, type of construction, occupancy group, applicable code editions, sheet index, and any other relevant information.  
**\*Note: All text to be horizontal in order to search the field**
2. **A PLOT PLAN:** Fully dimensioned, showing property lines, contour lines, streets, driveways and locations of all buildings, easements and any off-street parking. For commercial projects show disabled access parking, curb ramps and signage and path of travel to primary entrance.
3. **A FOUNDATION PLAN:** Provide a fully dimensioned plan view of foundations and or piers showing existing conditions if they apply and connections at new to existing. Also include details regarding of the width, depth, reinforcement, etc. For slabs on grade show minimum 3½" thickness, gravel or sand sub-base, and vapor barrier.
4. **A FLOOR PLAN:** Show the size and intended use of all rooms, show type, sizes and

locations of all doors and windows, furnace, water heater, kitchen details, bathroom fixtures, electrical outlets, switches and lighting; and smoke and CO detectors. For additions and alterations show an existing floor plan and all rooms adjoining the addition shall be fully dimensioned.

5. STRUCTURAL DETAILS AND SECTIONS: Clearly showing construction materials, sizes and attachments. If standard plan is used (ICC, SPA, etc), include copies of plan or report. A standard plan may not be modified.
6. TWO (2) EXTERIOR ELEVATIONS, indicating general appearance, windows, doors, finishes, roof covering, finish grade, etc.
7. IN GENERAL: Detail any special features, such as; stairway construction, attic ventilation, guardrails, fireplaces, balconies, bay windows, post and beams, trusses, etc. Provide notes for any specification which cannot be detailed.
8. FOR ALL BUILDINGS, OTHER THAN ACCESSORY BUILDINGS AND RESIDENTIAL OCCUPANCIES, LESS THAN 5 UNITS, AND 2 STORIES OR LESS IN HEIGHT: Plans shall be prepared and signed on each page by a licensed architect or a civil engineer.
9. FOR SINGLE-FAMILY RESIDENCES AND ACCESSORY BUILDINGS: The person who drew the plans must sign all sheets.

## **SECTION B:**

### *OTHER ITEMS WHICH MAY BE REQUIRED:*

- PG&E APPROVAL DOCUMENT
- SOILS REPORT
- ROOF PLAN: Show roof pitch, roofing materials, equipment, and skylights.
- TRUSS CALCS: Must be from the truss manufacturer.
- FRAMING PLAN
- WALL CONSTRUCTION: provide details and describe materials used, note floor / ceiling attachments, finishes and wall insulation.
- STAIR, HANDRAIL, AND GUARDRAIL DETAILS.
- STRUCTURAL CALCULATIONS: Wet stamped by the engineer.
- REFLECTED CEILING PLAN: Include all new relocated or existing lights, and switches for lighting, HVAC supply and return grilles, and exit signs.

- ACOUSTICAL CEILING DETAILS
- ENERGY DOCUMENTATION/GREEN BUILDING.
- ICC REPORTS: on materials, equipment, or manufacturer's product installation requirements.
- MECHANICAL PLAN: System locations, distribution and HVAC specs.
- PLUMBING PLAN: DWV isometric and calcs, Dimensioned gas isometric and calcs, Water isometric and calcs.
- ELECTRICAL PLAN: Single line schematic showing panels, conduit sizes, conductor sizes and grounding. Panel schedules and load calcs
- DISABLED ACCESS COMPLIANCE HARDSHIP APPLICATION FORM: Provided by our office.
- SPECIAL INSPECTION AND TESTING AGREEMENT FORM: Provided by our office.

**ADDITIONAL NOTES:**

- PRIOR TO APPLICATION FOR BUILDING PERMITS: Applicant must have an approved Site Development Planning file with the City of South San Francisco Planning Division for any multiple, commercial or industrial developments.
- Applicants whose projects include food service facilities, must file a separate plan submittal with the San Mateo County Health Department; Environmental Division.  
\*Verifiable approval required by Health Department prior to permit issuance.
- Unless the work is done exclusively by the property owner or his immediate family, proof of workers' compensation insurance coverage will be required.
- All contractors must have current State Contractor's license and City Business License.
- All plan sheets shall be signed by the architect or engineer as applicable.
- If a front addition is proposed, the owner shall confirm all setbacks and a licensed surveyor shall provide a letter to the city stating that the proposed addition will be built in compliance with the setbacks.
- If the proposed addition is greater than 25% of the original floor plan, then the developer needs to have the sewer lateral videoed per City Ordinance No. 1453-2012 to determine if any repairs need to be done.
- Tree removals may require permits, please contact the Parks Division at (650) 829-3837 for more information.



Project Address: \_\_\_\_\_ Submittal Date: \_\_\_\_\_ Permit # \_\_\_\_\_  
\_\_\_\_\_ Revision # \_\_\_\_\_

Scope of work: Residential  Commercial  Addition  Alteration  Tenant Imp.  New

Detailed description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Project Valuation \$ \_\_\_\_\_ PC \$ \_\_\_\_\_

Project Valuation of: Mechanical: \$ \_\_\_\_\_ Plumbing: \$ \_\_\_\_\_ Electrical: \$ \_\_\_\_\_

Office Use Only:

New Submittal: Due \_\_\_\_\_ Approve  Not Approvec  By: \_\_\_\_\_  
 1st Resubmittal: Due \_\_\_\_\_ Approve  Not Approvec  By: \_\_\_\_\_  
 2nd Resubmittal: Due \_\_\_\_\_ Approve  Not Approvec  By: \_\_\_\_\_  
 3rd Resubmittal: Due \_\_\_\_\_ Approve  Not Approvec  By: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property

Restrictions: Encroachment Permit Required  Code Enforcement  Other \_\_\_\_\_

Redline Plans Included  Original Plans Included  Special Inspection Required  School Fees Required

Owner  Architect  Contractor  Other  Owner  Architect  Contractor  Other

Contact Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_



# Wage Theft Prevention Required Ordinance Compliance

For questions, please call us at [\(650\) 829-6670](tel:6508296670) option 1 or email us at [building@ssf.net](mailto:building@ssf.net)

The City of South San Francisco has adopted a Wage Theft Prevention Ordinance and all qualified development projects must comply with the ordinance provisions. This ordinance provides local enforcement and penalty for any contractor doing a project within the City and deemed to have an unresolved wage theft judgment on their record. The City has the right to withhold a Certificate of occupancy or Building permit final in this circumstance as a local measure to ensure fair and equitable wage payments to employees. Details on the ordinance are provided here: <https://ci-ssf-ca.legistar.com/LegislationDetail.aspx?ID=6900729&GUID=E3A5E94E-F399-4C50-9A0B900FA7314524&Options=&Search=>.

Project compliance is evaluated during the building permit process and confirmed by the Chief Building Official or designee and the City Attorney's Office. The required forms are included in this package for all qualified projects.

## Qualified Projects Table: Use this table to determine required process and forms:

New construction or remodeling project size	Required Process & Forms
0 – 4,999 sq. ft.	Not subject to Wage Theft Prevention Ordinance
5,000 sq. ft. or greater	Subject to Wage Theft Prevention Ordinance <ul style="list-style-type: none"><li>Acknowledgement of responsibility and compliance form</li><li>Pay transparency certification prior to certificate of occupancy/building permit final</li></ul>

## WAGE THEFT PREVENTION COMPLIANCE FORMS CONTAINED IN THIS PACKAGE:

- ACKNOWLEDGEMENT AND COMPLIANCE FORM:** As a condition of approval for any building permit required for a project, an applicant shall sign an acknowledgement form.
- PAY TRANSPARENCY CERTIFICATION:** Prior to issuance of approval of certificate of occupancy or building permit final for a project, for each contractor or subcontractor whose portion of the work exceeds one hundred thousand dollars or one percent of the value of the construction cost of the project, whichever is greater, owner shall provide to the city a pay transparency certification, signed by a representative of the owner, the contractor and any subcontractor.

**WAGE THEFT PREVENTION ORDINANCE – ACKNOWLEDGEMENT & COMPLIANCE**

Prior to issuance of a building permit for the project, this form must be completed and submitted.

**Applicant Information:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Information**

Site Address / APN: \_\_\_\_\_

Project Type (*residential, commercial, industrial*): \_\_\_\_\_

This project is a new construction project or remodeling an area that is 5,000 square feet (sq. ft.) or greater

Associated Building Permit Numbers: \_\_\_\_\_

Contractor Name and California State License: \_\_\_\_\_

**Wage Theft Prevention Ordinance Acknowledgement and Compliance Certification**

As a condition of approval for any building permit required for the project identified above, I, as the applicant acknowledge that:

- A. The owner, contractor, and all subcontractors on the project will comply with all applicable provisions of this chapter and the California Labor Code, including Labor Code Sections 2810.5 and 226a.
- B. The owner and contractor are responsible for ensuring that the contractor and all subcontractors on the project pay any wage theft judgments that have been entered against them either before or during the construction of the project.
- C. A violation under South San Francisco Municipal Code Section 8.78.070 will result in withholding of the certificate of occupancy/building permit final, whichever is applicable, at the conclusion of the project.

\_\_\_\_\_  
property owner / authorized applicant representative    Date

\_\_\_\_\_  
Signature of

\_\_\_\_\_  
Signature of contractor

\_\_\_\_\_  
Date

**WAGE THEFT PREVENTION ORDINANCE – PAY TRANSPARENCY CERTIFICATION**

Prior to issuance of approval of certificate of occupancy or building permit final for a project, the below acknowledgement must be signed.

For each contractor or subcontractor whose portion of the work exceeds ONE HUNDRED THOUSAND DOLLARS (\$100,000) or ONE PERCENT (1%) of the value of the construction cost of the project, whichever is greater, owner shall provide to the city a pay transparency certification, signed by a representative of the owner, the contractor and any subcontractor.

I/we acknowledge that as of the date of signature, the owner, contractor, and any subcontractors have no unpaid wage theft judgments; AND

**I/we acknowledge the following (Please check which provision applies):**

(A) Project construction employees of the contractor and any subcontractors received written notice of the employers’ pay practices as required by California Labor Code Section 2810.5 and wage statements under Labor Code Section 226(a); **OR**

(B) Project construction employees of the contractor and/or any subcontractors are covered by a valid collective bargaining agreement that expressly provides for the wages, hours of work, and working conditions of the employee, and the agreement provides premium wage rates for all overtime hours worked and a regular hourly rate of pay for those employees of not less than thirty percent more than the state minimum wage. (See Labor Code Section 2810.5(c)).

**Signature**

I/we, as the applicant, acknowledge that I/we have read and understood the provisions set forth herein, and sign as follows:

\_\_\_\_\_ Signature of property owner / authorized  
applicant representative Date

\_\_\_\_\_ Date  
Signature of contractor

\_\_\_\_\_ Date  
Signature of subcontractor (as applicable)

\_\_\_\_\_ Date  
Signature of subcontractor (as applicable)

\_\_\_\_\_ Date  
Signature of subcontractor (as applicable)

## **REQUIRED POSTING FOR DURATION OF CONSTRUCTION PROJECT – WAGE THEFT PREVENTION ORDINANCE**



Per **SSFMC § 8.78.050**, this Form shall be posted on the Construction Site Address for the duration of the project.

The City of South San Francisco has adopted a Wage Theft Prevention Ordinance. As such, THIS PROJECT and all associated construction must comply with the ordinance provisions set forth in Title 8, Chapter 78 of the City's Municipal Code. This ordinance provides local enforcement and penalty for any contractor doing a project within the City and deemed to have an unresolved

wage theft judgment on their record. The City has the right to withhold a Certificate of occupancy or Building permit final in this circumstance as a local measure to ensure fair and equitable wage payments to employees. Details on the ordinance are provided here: <https://ci-ssf-ca.legistar.com/LegislationDetail.aspx?ID=6900729&GUID=E3A5E94EF399-4C50-9A0B-900FA7314524&Options=&Search=>.

Are you aware of an unresolved wage theft judgement for the contractor or any subcontractors working on this project? Please call the Chief Building Official at [\(650\) 829-6670](tel:6508296670) option 1 or email us at [building@ssf.net](mailto:building@ssf.net).

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## **PUBLICACIÓN OBLIGATORIA DURANTE LA DURACIÓN DEL PROYECTO DE CONSTRUCCIÓN – ORDENANZA DE PREVENCIÓN DE ROBO DE SALARIO**

Según la **sección 8.78.050 de la SSFMC**, este formulario se debe publicar en la dirección del sitio de construcción durante la duración del proyecto.

La ciudad de South San Francisco ha adoptado una ordenanza de prevención del robo de salarios. Como tal, ESTE PROYECTO y toda la construcción asociada deben cumplir con las disposiciones de la ordenanza establecidas en el Título 8, Capítulo 78 del Código Municipal de la ciudad. Esta ordenanza establece la aplicación y las sanciones locales para cualquier contratista que realice un proyecto dentro de la ciudad y que se considere que tiene una sentencia por robo de salarios sin resolver en su expediente. La ciudad tiene el derecho de retener un certificado de ocupación o un permiso de construcción definitivo en esta circunstancia como medida local para garantizar pagos de salarios justos y equitativos

a los empleados. Los detalles sobre la ordenanza se proporcionan aquí: <https://ci-ssfca.legistar.com/LegislationDetail.aspx?ID=6900729&GUID=E3A5E94E-F399-4C50-9A0B900FA7314524&Options=&Search=>.

¿Tiene conocimiento de alguna sentencia por robo de salarios pendiente contra el contratista o cualquier subcontratista que trabaje en este proyecto? Llame al funcionario jefe de construcción al (650) 829-6670, opción 1, o envíenos un correo electrónico a [building@ssf.net](mailto:building@ssf.net).

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## **施工项目期间必须张贴 - 工资盗窃预防条例**

根据 SSFMC § 8.78.050, 此表格应在项目期间张贴在施工现场地址。

南旧金山市已通过了一项工资盗窃预防条例。因此，本项目及所有相关建设必须遵守该市市政法规第 8 章第 78 章中规定的条例条款。该条例规定，任何在市内开展项目并被记录中有未解决的工资盗窃判决的承包商将受到当地执法和处罚。在这种情况下，市政府有权扣留最终入住许可证或建筑许可证，作为确保向员工支付公平公正工资的当地措施。有关该法令的详细信息，请参见：<https://ci-ssf-ca.legistar.com/LegislationDetail.aspx?ID=6900729&GUID=E3A5E94E-F399-4C50-9A0B900FA7314524&Options=&Search=>。

您是否知道承包商或参与该项目的任何分包商存在未解决的工资盗窃判决？请致电首席建筑官（650）829-6670 选项 1 或发送电子邮件至 [building@ssf.net](mailto:building@ssf.net)。