

MEMORANDUM

COUNTY OF SAN MATEO PLANNING AND BUILDING DEPARTMENT

DATE: October 3, 2016
TO: Building Permit Applicants and Property Owners
FROM: Miles Hancock, Building Inspection Manager
SUBJECT: Requirement for Erosion Control and/or Tree Protection Pre-Site Inspection

Due to State stormwater pollution prevention requirements and recent instances of tree damage and unauthorized tree removal on construction sites, the Planning and Building Department has instituted an Erosion Control and/or Tree Protection Pre-Site Inspection requirement prior to the issuance of a building permit for construction or demolition purposes for sites identified below:

Projects that Require an Erosion Control and/or Tree Protection Pre-Site Inspection

An erosion control and/or tree protection inspection is required prior to the issuance of a building permit for construction or demolition purposes, or a grading permit, for the following two types of projects:

1. Projects implemented at any time during the year, which:
 - Require tree protection of any significant or heritage trees
2. Projects implemented during the wet season, which:
 - Disturb 1 acre or more of land,
 - Require a grading permit,
 - New residential construction or major remodel/addition, or new commercial or industrial or additions of 3,000 sq. ft. or more, AND:
 - 20% or greater slope, OR
 - Within 100 feet of a creek, wetland, or coastline,
 - Involve work within a waterway,
 - Involve a sensitive project site due to biological resources or geological conditions, or
 - Any other project as deemed necessary by the Planning and Building Department.

Steps for the Erosion Control and/or Tree Protection Pre-Site Inspection

1. Once all review agencies have approved your Building or Grading Permit, you will be notified that an approved job copy of the Erosion Control and/or Tree Protection Plan is ready for pick-up at the Planning counter of the Planning and Building Department located at 455 County Center, 2nd Floor, Redwood City, CA 94063. No appointment is required. The counter operates on a first-come, first-serve basis during regular office hours of Monday - Friday from 7:30 a.m. to 5:00 p.m. No fee is due at pick-up.
2. Once the Erosion Control and/or Tree Protection measures have been installed per the approved plans, you must contact Jeremiah Pons, Building/Erosion Control Inspector, at 650/599-1592 or jpons@smcgov.org, to schedule a pre-site inspection. The issued Pre-Site Plans must be on-site at the time of inspection. **ALLOW 3 BUSINESS DAYS OF ADVANCE NOTICE FOR THE INSPECTION.** A \$144 inspection fee will be assessed to the Building or Grading Permit for the inspection. If the initial pre-site inspection is not approved, an additional inspection fee will be assessed for each required re-inspection until the job site passes the Pre-Site Inspection, or as determined by the Building Inspection Section.

Grading Moratorium

The County enforces a grading moratorium during the wet season from October 1 through April 30 each year, as defined by the County's Municipal Regional Permit issued by the State Water Resources Control Board. The moratorium covers any grading work associated with a Grading Permit.

Prior to the issuance of a Grading Permit "Hard Card", which is the permit card that authorizes grading activity to commence and is only issued concurrently with the associated building permit, a Pre-Site Erosion Control and Tree Protection Inspection is required. See "Pre-Site Inspection" steps above.

Should you need to complete grading work during the wet season, please contact the Planning Department at 650/363-1825 to obtain instructions on how to request an exception to the winter grading moratorium. Requests are reviewed and granted on a case-by-case basis by the Community Development Director, per Section 6311 of the San Mateo County Grading Regulations.

For more information regarding the requirements for Erosion Control and/or Tree Protection Pre-Site Inspection, please contact the Planner assigned to your Building Permit or the Planning Counter at 650/363-1825.

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