COMMUNITY DEVELOPMENT DEPT.
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6/2/16

PERMIT SUBMITTAL REQUIREMENTS FOR AN ALTERATION TO A SINGLE FAMILY RESIDENTIAL HOME WHERE NO NEW SQUARE FOOTAGE IS BEING ADDED

This handout describes the minimum submittal requirements for an alteration for a single family residential home where no new square footage is being added. In certain situations, additional materials may be required. For a complete description of the required items listed, please see the "**Required Details for a Building Permit Submittal**" hand out. All work must meet the minimum requirements of the City of Menlo Park's Municipal Code.

Plans shall be drawn to a scale of 1/8 inch per foot or larger and shall be printed or drawn on white paper. Individual plan sheets no smaller than 24 inches x 36 inches but not to exceed 34 inches x 44 inches in size. All copies shall be **"wet signed"** by the appropriate architect, designer, and/or engineer (i.e. original signature and stamp is required on each copied sheet).

Applicants are encouraged to have plans drawn by a professional architect or designer familiar with Menlo Park's building permit process. This will facilitate a timely review of the project plans. If the owner wishes to complete the plans on his/her own, then it is suggested that he/she contact the Building Division to ensure that all information is prepared properly. It is to the applicant's advantage to submit legible and clear plans. Plans that cannot be read or understood will not be accepted. This may result in a delay of the plan review process and may cause additional costs to the applicant.

If a project has received a Use permit or Variance from the City of Menlo Park Planning Division, the applicant is strongly encouraged to provide written documentation demonstrating compliance with all of the conditions associated with the project.

Three (3) sets of plans **one (1) completed copy of the City of Menlo Park's "Data Sheet for Building Permit Application"**, and **one (1) completed copy of the City of Menlo Park's permit application**are required for submittal. A complete set of plans includes the following:

- Lot Plan
- Floor Plan
- Exterior Elevations
- Building Sections
- Structural Plan
- Mechanical Plan
- Electrical Plan
- Plumbing Plan

Other Required Documents Relating to Building Submittal

- Three (3) copies of the Structural Engineer's calculations
- Two (2) copies of the Energy calculations (Title 24)
- Two (2) copies of an Arborist Report will be required if there are heritage trees in the Vicinity of the proposed construction
- FEMA Substantial Improvement Determination Worksheet if the project is located in Flood Zones A, AE, AH, AO
- California Green Building Standards Code Compliance Imprinted on Plans

Menlo Park Fire Protection District Review (MPFPD)

Depending on the scope of work for proposed residential projects, the Menlo Park Fire Protection District (MPFPD) may require submittal for a permit, plan review, and inspection. Please contact them directly for submittal and inspection information at www.menlofire.org or at (650) 688-8425.

The MPFPD is a separate and independent entity from the City of Menlo Park. It is responsibility of the applicant or applicant's representative to coordinate the submittal, review, approval and inspection for Fire Code related work with the MPFPD. Please be aware, a Building permit from the City of Menlo Park will not be issued until the MPFPD has approved the project if they require a permit.