



12/7/16

**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

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**REQUIRED DETAILS IN A SET OF PLANS
FOR A BUILDING PERMIT**

This handout describes the minimum information required to be provided for specific requirements within a typical complete set of plans. Requirements may vary by project based on the specifics of each application. Please provide additional construction details and/or information beyond those specified below when necessary or required for clarity. Items marked with an asterisk may not be required for residential projects. Please review the applicable building permit submittal requirements for your specific project type (e.g. Residential New Home, Residential Addition of 500 Square Feet or Greater, etc.). The information below is intended to help ensure that the required plan set items contain the necessary information for staff to complete its review. Applicants are encouraged to review the submittal requirements and draft project submittals with members of the Building, Planning, and Engineering Divisions prior to formal submittal of a complete building permit application.

Site Plan

Please show the following details on the site plan:

- All existing street improvements (curb, gutter, sidewalk, street trees);
- Location of, and distance to, the closest fire hydrant(s);
- Name and location of all adjacent streets;
- Location of all existing and proposed structures on the subject parcel and any immediately adjacent parcel(s). (Including garages or carports, sheds, arbors, patios, decks, swimming pools and spas, etc.). Distinguish between what currently exists and what is proposed. If the existing structure does not comply with the current Zoning Ordinance requirements, a conditional use permit may be required depending on the scope of the project. Please review the Planning Division's Nonconforming Structures Handout (<http://www.menlopark.org/DocumentCenter/Home/View/248>) for more information;
- Identify all trees with a diameter of six inches or greater and list species;
- Please review the City's Heritage Tree Requirements (<http://www.menlopark.org/205/Heritage-Trees>) to determine the necessary tree protection measures, or if any heritage tree removal permits are required. Please note: If construction is proposed within the drip line of a heritage tree, then an arborist report will be required to

assess possible impacts and to identify mitigation measures to reduce impacts to the tree(s);

- The entire parcel with all property lines and easement lines and dimensions;
- A north arrow;
- Scale length of drawing; and
- Dimensions of all:
 - a. Property lines;
 - b. Distances between the property lines and the existing and proposed structures;
 - c. Distance between structures; and
 - d. Exterior wall lengths of all structures on the property.

Please list the following information:

- Address of the subject parcel;
- Menlo Park Zoning District;
- Building Occupancy Group;
- Type of Construction;
- Square footage of the entire parcel;
- Maximum allowable square footage (floor area limit “FAL” or floor area ratio “FAR” based on the Zoning Ordinance);
- Maximum allowable lot coverage based on the Zoning Ordinance requirements;
- Existing and proposed square footage (floor area or gross floor area “GFA”, as applicable);
- Existing and proposed building coverage;
- Existing and proposed impervious area;
- Number of floors, for both existing and proposed structures;
- Square footage of all existing and/or proposed structures by floor including basements; and
- Square footage of all existing and/or proposed porches, patios, and decks whether they are to be covered or uncovered.

Boundary and Topographic Survey

In general, construction of a new home requires a boundary and topographic survey, and additions and interior remodels require surveys based on the specifics of each project. The Planning Division prepared a handout explaining the criteria used to determine when a boundary and topographic survey is required. Please review the Planning Division’s Boundary and Topographic Survey Submittal Criteria Handout

(<http://menlopark.org/DocumentCenter/Home/View/7812>) to determine if your project requires a boundary and topographic survey.

If a boundary and topographic survey is required for your project, please ensure that the submitted survey adheres to the Planning Division's Boundary and Topographic Survey Requirements (<http://menlopark.org/DocumentCenter/Home/View/246>).

Demolition Plan

Please show the following details:

- Proposed structural elements, walls, and partitions to be removed;
- Bracing design to support existing structural elements that are to remain;
- Existing siding, windows, doors, fixed cabinetry, shelving, fixtures, and finishes to be removed; and
- Location and type of construction safety fencing; six foot chain link minimum.

Floor Plan

Please show the following details:

- The intended use or occupancy and dimensions of proposed and existing rooms;
- Location and dimensions of all doors, windows, cabinets, fixtures, etc.;
- Interior garage dimensions; and
- Proposed finishes.

Floor Area and Building Coverage Diagrams

Projects that are adding floor area or gross floor area are required to provide calculation diagrams. Please provide an additional sheet with square footage diagrams overlaid on the floor plan/site plan. Both building coverage and floor area (or gross floor area for multi-family residential, commercial, and industrial projects) may be identified on the same floor plan; however, please clearly distinguish the building coverage only polygons from the floor area limit (or gross floor area) polygons with specific hatching. To ensure a complete submittal, please review the Planning Division's Floor Area and Building Coverage Diagram handout (<http://menlopark.org/DocumentCenter/Home/View/5152>). While the handout is focused on single family residential projects, the guidance can be adapted to multiple family and commercial projects as well.

Roof Plan

Please show the following details:

- Footprint of proposed and existing structure;
- Proposed and existing hip and ridges;
- Direction of the slopes of the roof;
- Location of all skylights, chimneys and vent terminals;
- Calculation for roof venting and the location and size of the vents;
- Specification of roofing material; and
- If new rooftop equipment is proposed, please identify the location, height, proposed screening, and noise rating.

Exterior Elevations

Please show the following details:

- All new exterior building elevations and/or proposed changes to existing exterior building elevations including all dormers, balconies, windows, doors, and roof pitches;
- Exterior finishes, including existing finishes and proposed finishes;
- Represent the daylight plane if required by the Zoning District. Please review the Single Family and R-2 Guidelines (<http://www.menlopark.org/DocumentCenter/Home/View/252>) for more information regarding daylight plane requirements;
- Existing and finished grade on all elevations of structures;
- Height above finished grade and average natural grade of all floors, eaves, and ridges; and
- Height of chimney above roof areas within 10 feet of chimney.

Building Sections

Please show the following details:

- The dimension of ceiling heights from finish floor to bottom of ceiling joist;
- The attic dimension measured from top of ceiling joist to bottom of roof sheathing;
- Existing and proposed insulation in walls with R values; and
- The height of the finished floor above average grade.

Structural Plans

Please show the following details:

- Foundation plan:
 - a. The locations, types, dimensions and reinforcement of the existing and proposed foundation type; and
 - b. The location of all anchor bolts and holdowns for new foundations.
- Floor, Ceiling, and Roof framing plans:
 - a. All framing member sizes including size and type of mud sill;
 - b. Calculation for under floor venting and the location and size of the vents;
 - c. Locations of all shear walls;
 - d. Nailing schedule for all diaphragms; and
 - e. Location of all straps.
- Structural details showing all connections and construction details.

Mechanical Plan

Please show the following details:

- Location and support for all HVAC equipment;
- Location and size of all ducts and registers and label all ducts and registers;
- All ducts and registers support details; and
- Duct size and structural support calculations.

Electrical Plan

Please show the following details:

- Location of all electrical outlets and switches;
- Location of all fixed lighting;
- Location of all electrical panels;
- Line diagram of wiring including circuit, wire size, and type;
- Size and type of conduit if being used;
- All wire and conduit support and trench details; and
- Load and voltage drop calculations.

Plumbing Plan

Please show the following:

- Location, size, and type of all drain waste and vent pipes;
- Location, size, and type of all water supply pipes;
- Location, size, and type of all gas pipes;
- Location, size, and type of water heater;
- All pipes support and trench details; and
- Gas and water supply pipe size calculation.

Engineering Division Requirements

The Engineering Division reviews building permit applications for compliance with the City's storm water, grading and drainage, Federal Emergency Management Agency (FEMA), and related requirements. For a complete list of Engineering Division requirements for single family residential development projects, please visit the Engineering Division's website at <http://menlopark.org/696/Single-Family-Home-Projects>.

To assist applicants developing multi-family, commercial, or industrial properties, the Engineering Division has prepared an additional set of requirements specifically for those projects. Those requirements are available at the following link: <http://menlopark.org/1067/Commercial-Multi-Family-and-Subdivision->.

Staff recommends that applicants review their projects with the Engineering Division to ensure that submittals are comprehensive to facilitate an efficient plan check review process.

Notes:

*May not be required for single-family residential projects. Please discuss with the Building Division.