



COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

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PERMIT SUBMITTAL REQUIREMENTS FOR RESIDENTIAL NEW CONSTRUCTION (UP TO FOUR UNITS)

This handout describes the minimum submittal requirements for new single-family residential construction (of up to four units on one parcel). For a project that contains multiple structures, each structure must have its own building permit application, plan set, and associated documents. In certain situations, additional materials may be required. For a complete description of the required items listed, please see the *Required Details in a Set of Plans* handout (<http://menlopark.org/DocumentCenter/Home/View/4210>). All work must meet the minimum requirements of the City of Menlo Park's Municipal Code. For larger projects, please contact the Building Division to determine the specific requirements for a building permit submittal.

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 are required to be a minimum of 11 by 17 inches in size, and shall not exceed 34 by 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 review 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 conditional use permit, variance, or other discretionary permit from the City, the applicant is strongly encouraged to provide written documentation demonstrating compliance with all of the conditions associated with the approved project.

Building Permit Plan Set Requirements

The following number and sizes of plan sets are required for a complete building permit submittal:

- Five (5) full size sets of plans; and
- Five (5) 8 1/2 by 11 inch copies of the Site plan and Elevations.

At a minimum, a complete set of plans includes the following:

- Site Plan
- Boundary and Topographic Survey¹
- Demolition Plan
- Floor Plan(s)
- Square Footage Diagrams²
- Roof Plan
- Exterior Elevations
- Building Sections
- Structural Plan
- Cal Green Compliance Plans
- Energy Code Compliance Calculations
- Mechanical Plan
- Electrical Plan
- Plumbing Plan
- Grading & Drainage Plan³
- Water Efficient Landscape (WELO) Plans³

1. See the Planning Division's *Boundary and Topographic Survey Requirements* (<http://menlopark.org/DocumentCenter/Home/View/246>) and *Boundary and Topographic Survey Submittal Criteria* (<http://menlopark.org/DocumentCenter/Home/View/7812>)
2. See the Planning Division's *Floor Area and Building Coverage Diagrams* (<http://menlopark.org/DocumentCenter/Home/View/5152>)
3. See the Engineering Division's *Guidelines for Single Family Homes* (<http://menlopark.org/DocumentCenter/View/1313>) and *Checklist for Engineering Submittals* (<http://www.menlopark.org/DocumentCenter/View/5653>).

Additional Required Documents for a Building Permit Submittal

- One (1) copy of the *Menlo Park Building Permit Application* (<http://www.menlopark.org/DocumentCenter/Home/View/103>);
- Three (3) copies of the Structural Engineer's Calculations;
- Three (3) copies of a Geotechnical Investigation;
- Two (2) copies of an Arborist Report (Required if there are heritage trees in the vicinity of the proposed construction);
- One (1) copy of the FEMA Substantial Improvement Determination Worksheet if the project is located in Flood Zones A, AE, AH, AO. Please review the *Flood Plain Construction Webpage* (<http://www.menlopark.org/199/Flood-Plain-Construction>) for more information;
- One (1) copy of the *Impervious Area Worksheet* (<http://www.menlopark.org/DocumentCenter/View/3742>);
- One (1) copy of the applicable Water Efficient Landscape Ordinance (WELO) compliance documentation. Please see the *Water Efficient Landscape Ordinance Webpage* (<http://www.menlopark.org/361/Water-Efficient-Landscaping-Ordinance>); and
- One (1) copy of the Engineering Division's *Checklist For Engineering Submittals* (<http://www.menlopark.org/DocumentCenter/View/5653>),

Menlo Park Fire Protection District Review (MPFPD)

All residential projects are required to be reviewed by the Menlo Park Fire Protection District (MPFPD) who 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) 688-8400.

If an automatic fire sprinkler system is required to be installed as part of a project, in order to prevent cross contamination with the potable water supply, either a passive purge fire sprinkler system (flow through) or a backflow assembly must be installed as part of the automatic fire sprinkler design and installation. All requests for deferred submittals of automatic fire sprinklers and alarm panel designs are to be sent to the MPFPD for approval.

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 cannot be issued until the MPFPD has approved the project if they require a permit.