



**COMMUNITY DEVELOPMENT DEPT.**

701 Laurel Street  
Menlo Park, CA 94025  
650.330.6704  
1/23/14

**PERMIT SUBMITTAL REQUIREMENTS**  
**FOR COMMERCIAL TENANT IMPROVEMENTS**

This handout describes the minimum submittal requirements for a commercial tenant improvement. 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**” hand out. All work must meet the minimum requirements of the City of Menlo Park’s Municipal Code.

Section 5536.2 of the State of California Business and Professional Code requires all plans to be prepared by a person who is licensed in this state to prepare plans and specifications. All copies of the plans shall be “**wet signed**” by the appropriate architect and/or engineer (i.e. original signature and stamp is required on each copied sheet). 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 18 inches x 24 inches but not to exceed 34 inches x 44 inches in size.

When alterations, structural repairs, or additions are made to existing buildings and facilities, the buildings shall be made to comply with Chapter 11B of the 2013 California Building Code.

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 Complete Plans** and **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 separate submittal and approval is required from the Menlo Park Fire Protection District. Differed Submittals are not accepted unless approved by the Building Official prior to permit application. A complete set of plans includes the following:

- Lot Plan
- Demolition Plan
- Floor Plan
- Roof Plan (if work on the roof is being proposed)
- Exterior Elevations (if exterior work is being proposed)
- 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 Title 24 Energy calculations
- FEMA Substantial Improvement Determination Worksheet if the project is located in Flood Zones A, AE, AH, AO
- Disabled Access Unreasonable Hardship Application

## **Menlo Park Fire Protection District Review (MPFPD)**

Depending on the scope of work for proposed commercial 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](http://www.menlofire.org) or at (650) 688-8400.

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.