



Community Development Dept.
701 Laurel Street
Menlo Park, CA 94025
650.330.6704
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REQUIRED DETAILS IN A SET OF PLANS FOR BUILDING PERMIT

This handout describes the minimum information required to be provided in a complete set of plans. 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.

Lot Plan

Please show the following details:

- All existing street improvements (curb, gutter, sidewalk, street trees)
- Location of and distance to the closest fire hydrant
- Name and location of all adjacent streets
- Location of all existing and proposed structures. (Including garages or carports, storage buildings, arbors, patios, decks, swimming pools and spas, etc.). Distinguish between what exists and what is proposed
- All trees with a diameter of 6 inches or greater
- The entire parcel with all property lines and easement lines and dimensions
- A north arrow
- Scale length of drawing
- Dimensions of all:
 - a. Property lines
 - b. Distances between the property lines and the existing and proposed structures
 - c. Distance between structures
 - d. Exterior wall lengths of all structures on the property

Please list the following information:

- Address of the subject parcel
- Zoning District
- Occupancy Group
- Type of Construction
- Square footage of the entire parcel
- Maximum allowable floor area per zoning district requirements
- Floor area of existing and proposed structures
- Maximum allowable lot coverage per Zoning District requirements
- Existing and proposed lot coverage square footage and percentage
- Existing impervious area 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
- Square footage of all existing and/or proposed porches, patios, and decks whether they are to be covered or uncovered

Topographic Survey

Boundary surveys (prepared by a licensed land surveyor) are required for all development permit applications that involve the addition of square footage to a parcel or new construction.

Please show the following details:

- Bearing and distance information for all property lines/boundaries;
- A metes and bounds legal description of the property with the basis of bearings or reference to recorded subdivision or parcel map with dimensions for map noted;
- The lot area based on the legal description plotted on computer drafting software using the bearing and distance information;
- Referenced City of Menlo Park benchmark utilized to perform survey;
- North arrow and scale;
- Topographic information (i.e., spots and contours) for new construction or additions with a footprint increase greater than 500 square feet;
- Adjacent street name(s) with right-of-way width;
- Centerline(s) for adjacent street(s);
- Dimensions from the property line to the centerline and curb line;
- Existing frontage improvements including sidewalk, curb type, and curb cuts with dimensions;
- Existing easements including access and utility;
- Utility poles, anchor wires/cables, vaults, boxes, and meters;
- Closest fire hydrant location(s);
- Building pad and finished floor elevations for existing structure(s);
- Outline of existing structures and hardscape, including the driveway and apron, with the calculated area for each and distance to closest property line;
- Encroachments of structures primarily located on an adjacent property;
- Locations of all existing trees greater than 6 inches in diameter with the diameter at standard height, species, drip line, and graphical representation of the trunk size;
- Fence lines with the material and height noted;
- Significant topographical features, such as retaining walls; and
- Flood zone information and flood zone line (if only a portion of the property is in a flood zone).

Demolition Plan

Please show the following details:

- Proposed structural elements, walls, and partitions to be removed
- Existing siding, windows, doors, fixed cabinetry, shelving, fixtures, and finishes to be removed

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
- Proposed finishes

Roof Plan

Please show the following details

- Foot print 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

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
- Existing and finish grade on all elevations of structures
- Height above finish grade of all floors, eaves, and ridges
- 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

Structural Plans

Please show the following details:

- Foundation plan
 - a. The locations, types, dimensions and reinforcement of the existing and proposed foundation type
 - 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
 - e. Location of all straps
- Structural details showing all connections and details not shown

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*
- 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*
- 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*
- Gas and water supply pipe size calculations*

* May not be required for single-family residential projects