



THIRD PARTY PLAN REVIEW

This handout describes the procedure for an expedited outside plan review for Building permit performed by an approved third party plan check agency.

Submittal:

A permit application must be submitted and associated fees paid prior to sending the plans and supporting documentation to the third party plan checker. Only complete plan sets and supporting documentation will be accepted at the time of application. For a description of a complete submittal and supporting documentation, please see the corresponding handout that most accurately fits the development's scope of work. Please note that the approved third party plan checker will not accept plans that have not been stamped received by the City of Menlo Park and do not have a Menlo Park Building Permit application number.

All alternate materials or methods are to be applied for and approved prior to the commencement of the third party plan review.

Fees:

Some or all of the following fees may be assessed by the City at the time of permit submittal.

- Expedited Plan Review Fee – 50% of Plan Review Fee
- Geologist Review Fee and Administration Fee
- Document Preparation and Storage Fee
- Arborist Review Fee and Administration Fee
- Strong Motion Fee
- CA Building Standards Commission Fee

All fees charged by the third party plan checker are paid by the applicant directly to the third party plan checker.

Review:

A review of the proposed development by City staff for compliance with Title 16, Zoning of the City of Menlo Park Municipal Code must be completed prior to the plans being reviewed by the third party plan checker. This review can be performed concurrently upon request. Please be aware, if the proposed development is not compliant with Title 16, the plans will have to be revised to meet the requirements and reviewed by the third party plan checker.

A concurrent review by the City of Menlo Park's consulting arborist and geological engineer for the proposed development may be required. The comments and requirements from these consultants will be sent to the third party plan checker and design professional and are to be incorporated into the plans.

A separate but concurrent review of the Grading and Drainage plan, if required, will be performed by the City of Menlo Park's Engineering Division. The comments and requirements

resulting from the review will be sent to the design professional and are to be incorporated into the Grading and Drainage plans.

Code Interpretations:

The City of Menlo Park’s Building Official will provide all code interpretation to be used when there is a difference in interpretation between the design professional and third party plan reviewer.

Menlo Park Fire Protection District Review (MPFPD)

Depending on the scope of work for proposed residential projects, the MPFPD may require submittal for a permit and plan review. All non-residential projects are required to be reviewed by the MPFPD. Please contact them directly for submittal information at www.menlofire.org or at (650) 688-8400.

Issuance:

The plans will be sent directly to the City from the third party plan checker once all comments and requirements from all reviewing parties have been addressed and approved. City staff will prepare the plans and supporting documents for issuance and notify applicant when the Building permit is ready to be issued.

A permit will not be issued until the MPFPD, the Planning Division, and the Engineering Division have approved the project if their review is required.

The following fees may be assessed by the City depending on the scope of the development at the time of permit issuance:

- Building and Engineering Division Permit Fees
- Fees associated with the mechanical, electrical, and plumbing work (MEP)
- Other Impact Fees
- Construction and Demolition Recycling Deposit
- Construction and Demolition Recycling Deposit Admin Fee
- Construction Road Impact Fee
- School Developer Fees

Approved Third Party Plan Check Agencies:

- O’Brien Code Consulting, Inc (408) 540-9315
- Kutzmann and Associates (510) 796-3003
- Interwest Consulting Group (925) 399-6266
- Shums Coda (925) 463-0825
- Jim Russell (925) 687-1974