



**COMMUNITY DEVELOPMENT DEPT.**

701 Laurel Street  
Menlo Park, CA 94025  
650.330.6704  
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**GENERAL BUILDING PERMIT INFORMATION**

This handout describes general information associated with the application for a Building Permit. The City of Menlo Park issues a single permit for all construction activity associated with development projects not in the public right of way. Each separate structure on a property requires a separate permit application. Permits for work in the public right of way are obtained through the City of Menlo Park Engineering Division.

**Work Exempt From Building Permits:** Please see “Work Exempted from 2010 California Building Codes Permit Requirements” handout.

**Fees Associated with Building Permits**

At the time of **permit application and submittal**, the following fees may be assessed depending on the scope of the project:

- Building Plan Review Fee
  - Engineering Plan Review Fee\*
  - Geological Plan Review Fee
  - Geological Administrative Fee
  - Arborist Review Fee
  - Arborist Review Administrative Fee
- \* Engineering plan reviews that require more than two reviews are subject to the Engineering Divisions “Third and Subsequent Review Fee” as noted in the City’s Master Fee Schedule.

All remaining fees will be assessed at the time of **permit issuance**. The following fees may be assessed depending on the scope of the project:

- Construction and Demolition Recycling Deposit Administrative Fee
- Construction and Demolition Recycling Deposit
- Fees associated with the mechanical, electrical, and plumbing work (MEP)
- Building Division Permit Fee
- Document Preparation and Storage Fee
- Other Impact Fees
- Engineering Division Permit Fee
- Construction Road Impact Fee
- State Mandated Fees

Building Permits **do not apply** to construction or storage within the public right of way (i.e. Street Opening Permits, Curb Cut Permits and Encroachment Permits). Contact the Engineering Division for appropriate permits and standards. **650.330.6740**

Applicants with additions or new homes greater than 500 square feet will need to pay a School Impact Fee to the local school district and to the high school district. Contact the Sequoia Union High School District’s main offices in Redwood City for specific requirements.

A recycling deposit will be charged for residential construction projects over 1,000 square feet and commercial construction projects over 5,000 square feet.

Prior to permit issuance, the applicant or his/her general contractor must satisfy outstanding business license fees of all sub-contractors.

### **Notice To Homeowners Acting as Owner/Builder**

If the property owner of a single family home chooses to act as the General Contractor (Owner/Builder) of their proposed construction project, then all of the construction work must be performed by the homeowner or workers' compensation insurance must be obtained for persons employed by the homeowner and a certificate of insurance, with the City Of Menlo Park named insured, must be delivered to the Building Division prior to the Building Permit issuance.

### **Zoning Information**

All proposed construction shall adhere to the City's zoning requirements contained in Title 16 of the City's Municipal Code. The Zoning Ordinance is available on the City's web site [www.menlopark.org](http://www.menlopark.org). Some of these requirements are lot coverage, Floor Area Limit, setbacks, building height, daylight plane, landscaping and parking. Contact the Planning Division for information on the above items at **650.330.6702**.

Notification of all applications for demolition and building permits for the demolition, construction, addition or alteration of a single-family residence located in a single-family zoning district shall be given to all contiguous neighbors of the project site, using for this purpose the last known name and address of such owners as shown on the most current assessment roll maintained by the City, within 15 days of an application for a permit. Demolition and building permits that are limited to repair of an existing building, re-roofing of an existing building, or for interior alteration only are exempt from the noticing requirement. The written notification shall include a brief description of the project and reductions of the site plan and elevations.

**(Zoning Ordinance Section 16.85.010 Notices for single-family residential development.)**

In the redevelopment of existing residential lots, a Use Permit may be required.

A non-conforming lot area, lot width or lot length could trigger the Use Permit requirement Contact the Planning Division for information on Use Permits at **650.330.6702**

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

Depending on the scope of work for proposed residential 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.