



**COMMUNITY DEVELOPMENT DEPT.**

701 Laurel Street  
Menlo Park, CA 94025  
650.330.6704  
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**PERMIT SUBMITTAL REQUIREMENTS**  
**FOR DEMOLITION OF THE INTERIOR OF A BUILDING**

This handout describes the minimum submittal requirements for the interior demolition of a building. 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. **A Demolition permit does not include the grading or excavation of the site, or the commencement of construction activities associated with the proposed improvements to the site. Separate Building permits are required for these construction activities. Prior to the issuance of a permit for any construction activities, the demolition permit has received an approved final inspection.**

If the application for a Demolition permit is not associated with a project submitted to the Building Division for a Building permit, a site inspection may be required to verify the location of heritage trees on the property or adjoining properties. If there are heritage trees in the vicinity of the proposed demolition, an arborist report recommending tree protection measure may be required for review by the Building Division. After approval of the arborist report by the Building Division, a letter from the arborist who prepared the report will be required to verify the mandated tree protection measures are in place.

For proposed demolition projects that are required to comply with Chapter 12.48, RECYCLING AND SALVAGING OF CONSTRUCTION AND DEMOLITION DEBRIS, of the City of Menlo Park Municipal Code, there is a required seven (7) day waiting period from the date of permit application to the date of permit issuance to allow for salvaging. For more information please see the “**Construction and Demolition Ordinance Procedures**” available at [www.menlopark.org/departments/dep\\_Building](http://www.menlopark.org/departments/dep_Building).

If the application for a Demolition permit is associated with a project that 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.

There will be **three (3) sets** of plans required for submittal. A complete set of plans includes the following:

- A lot plan showing the location of all buildings to be demolished, their square footage, the location and type of construction safety fencing.
- A floor plan clearly showing the area and extent of the finishes that are to be demolished;
- Reflective ceiling plan for non-residential projects clearly showing the extent of the existing ceiling, electrical, mechanical, and plumbing that are to be demolished
- A construction safety plan to prevent the occupants of the building from entering into the area of the building to be demolished if applicable.

**Other Documents Relating to a Demolition Permit Submittal**

- Two (2) copies of an Arborist report will be required if there are heritage trees in the vicinity of the proposed demolition.
- A letter from the arborist who prepared the Arborist report to verify the mandated tree protection measures are in place.