

Case #

Building Permit Application

Building Division
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025
(650) 330-6704



Date of Application: _____

Job Address : _____ **Contractor Co. Name:** _____

Applicant Name: _____ **Contractor Address:** _____

Applicant Telephone Number: _____ **City, State, Zip:** _____

Applicant E-Mail: _____ **Contractor Telephone Number:** _____

Property Owner Name: _____ **State Contractor's Lic #:** _____

Property Owner Address: _____ **Contractor Contact Name:** _____

City, St., Zip: _____

Owner Telephone Number: _____ **Project Valuation: \$** _____

Project Description: _____

Please check the appropriate boxes for scope of work

- Building Mechanical Electrical Plumbing Re-roof

To obtain this permit, the undersigned hereby files this application and agrees, certifies and declares:

Notice has been given to me that this permit may be used only in compliance with the Menlo Park Municipal Code and all other applicable ordinances and laws; This permit does not allow occupancy of the construction for which this permit is issued until it has been approved in writing by the City of Menlo Park for occupancy after final inspection; This permit may include, if required, permits and itemization for any plumbing, electrical, heating, air conditioning work, and the handling of hazardous materials; I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of the City of Menlo Park may enter upon the job premises at any reasonable time to inspect any work installed under this permit, to remove any non-conforming construction at my expense, and to otherwise act as and when required by the Menlo Park Municipal Code.

I certify I have read this application and state that the above information is correct.

Date: _____ Print Name of Applicant: _____ Signature of Owner, Agent, Builder, Officer: _____

FEES	
Plan Check Fee	
Geologist Review Fee	
Sub Total	\$
Building Permit Fee	
Plumbing Permit Fee	
Mechanical Permit Fee	
Electrical Permit Fee	
Strong Motion Fee	
CBSC Revolving Fund Fee	
Document Preparation Fee	
Construction Impact Fee	
Total	\$

THIS PERMIT SHALL EXPIRE BY LIMITATION AND BECOME NULL AND VOID IF THIS WORK IS NOT COMMENCED WITHIN 180 DAYS. SHOULD ANY WORK, AUTHORIZED BY THIS PERMIT, BE SUSPENDED OR ABANDONED FOR 180 DAYS, THIS PERMIT SHALL BE NULL AND VOID. A NEW PERMIT OR REACTIVATION OF SAID PERMIT WILL BE REQUIRED FOR ANY EXPIRED PERMIT.

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LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class: _____ License Number: _____ Expiration Date: _____

Date: _____ Contractor Signature: _____

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractor's License Law for the following reason: [Section 7031.5 Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractor's License Law, Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. (Section 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project. (Section 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.)

I am exempt under Section _____ Business and Professions Code for the following reason: _____

Date: _____ Owner Signature: _____

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self insure for Workers' Compensation, as provided for by Section 3700 of the Labor Code, for the Performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: _____ Policy Number: _____

(This section need not be completed if permit is for one hundred dollars (\$100) or less.)

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date: _____ Applicant Signature: _____

Warning: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest, and attorney's fees.



COMMUNITY DEVELOPMENT DEPT.

701 Laurel Street
 Menlo Park, CA 94025
 650.330.6704

DATA SHEET FOR NON-RESIDENTIAL BUILDING PERMIT APPLICATION

Please provide the appropriate information pertaining to your application. It is important to complete the existing and proposed development items even if the existing structure is being demolished or if there is no specific zoning ordinance requirement.

LOCATION:

APPLICANT:

EXISTING USE:

PROPERTY OWNER(S):

PROPOSED USE:

ZONING DISTRICT:

BLD APPLICATION NUMBER:

IMPORTANT! Please describe the project in as much detail as possible. Attach additional pages, if necessary.

DEVELOPMENT STANDARDS				
	EXISTING DEVELOPMENT		PROPOSED PROJECT	ZONING ORDINANCE
Lot area		sf	sf	sf min.
Lot width		ft.	ft.	ft. min.
Lot depth		ft.	ft.	ft. min.
FAR (Floor Area Ratio)		sf	sf	sf max.
		%	%	% max.
SQUARE FOOTAGE BY FLOOR				
	EXISTING DEVELOPMENT		PROPOSED ALTERATION	PROPOSED ADDITION
below grade		sf	sf	sf
1 ST		sf	sf	sf
2 ND		sf	sf	sf
other		sf	sf	sf
detached		sf	sf	sf
Total square footage of buildings		sf	sf	sf
Building height		ft	ft	ft
Impervious Surface Pre-Development				
		sf	sf	sf
Impervious Surface Post-Development				
		sf	sf	sf
Parking		spaces	spaces	spaces
Define Basis for Parking	(Example: 1 covered/1 uncovered per residential unit)			
Trees	# of existing Heritage trees		# of existing non-Heritage trees	# of new trees
	# of existing Heritage trees to be removed		# of non-Heritage trees to be removed	Total # of trees

 #
 #

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DOCUMENTS AND PLANS SUBMITTED WORKSHEET

Job Address: _____ Permit Application Number: _____

DESCRIPTION	YES	NO	N/A
ARCHITECTURAL PLAN			
• Site Plan			
• Floor Plan			
• Roof Plan			
• Exterior Elevations			
• Building Sections			
• Architectural Details			
STRUCTURAL PLAN			
• Structural Drawings			
• Structural Details			
ELECTRICAL PLAN			
• Power Plan			
• Lighting Plan			
• Electric Panel Schedule			
• Single Line Diagram			
PLUMBING PLAN			
• Drain, Waste, and Vent Piping			
• Gas Piping			
MECHANICAL PLAN			
• Floor Plan with Duct Layout			
• Details			
TITLE 24 ENERGY CALCULATIONS			
• Envelope			
• Lighting			
• Mechanical			
Structural Calculations			
Geologist Report			
Arborist Report			
Elevation Certificate			
Grading and Drainage Plan			
NUMBER OF SETS SUBMITTED:			

Please Check One: Architect Designer Engineer Owner Contractor

Signature Of Applicant: _____ Date: _____

Verified By: _____ Date: _____