



Community Development Dept.
 701 Laurel Street
 Menlo Park, CA 94025
 650.330.6704
 1/1/2017

**PERMIT SUBMITTAL AND STRUCTURAL REQUIREMENTS FOR
 ROOF, FLOOR, AND WALL MOUNTED OR SUSPENDED EQUIPMENT**

This handout describes the minimum submittal and structural requirements for roof, floor, and wall mounted or suspended equipment. For a complete description of the required items listed, please see the “**Required Details for a Building Permit Submittal**” hand out. All work must meet the minimum requirements of the City of Menlo Park’s Municipal Code.

Plans shall be drawn to a scale of 1/4 inch per foot or larger and shall be printed or drawn on white paper. Individual plan sheets no smaller than 18 inches x 24 inches but not to exceed 34 inches x 44 inches in size. All copies shall be “**wet signed**” by the appropriate architect, designer, and/or engineer (i.e. original signature and stamp is required on each copied sheet). In all cases, the equipment must be installed per the current building code, engineering principles and manufactures specifications.

If a project 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.

Please provide **three (3) full size sets** of plans. A complete set of plans includes the following:

Total weight of equipment		Plan Check Submittal Requirement
Suspended From Roof/Floor or Wall Mounted	Roof or Floor Mounted	
100 lbs or Less	200 lbs or Less	Permit Required. Plans Required
101 lbs. & Over	201 lbs. & Over.	Permit Required Plans Required Structural Calculations Required

Other Documents Relating to Building Submittal

- Three (3) copies of the Structural Engineer's calculations
- Two (2) copies of the Title 24 Energy calculations

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 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.