

# SINGLE FAMILY RESIDENTIAL REQUIREMENTS ADDITION OF 500 SQUARE FEET OR LARGER

Community Development  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6704



## Requirements

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 shall be no smaller than 24 inches x 36 inches and 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 copy).

Applicants are encouraged to have plans drawn by a professional architect or designer familiar with Menlo Park's building permit process. This will facilitate a timely review of the project plans. If the owner wishes to complete the plans on his/her own, contact City staff to ensure that all information is prepared properly. It is to the applicant's advantage to submit legible and clear plans. Plans that cannot be read or understood will not be accepted. This may result in a delay of the plan review process and may cause additional costs to the applicant.

If a project has received a use permit or variance, the applicant is strongly encouraged to provide written documentation demonstrating compliance with all of the conditions associated with the project.

## Required Documents

- Three copies of the structural engineer's calculations
- Four full size sets of plans
- Five 8 1/2" x 11" copies of the site plan and elevations
- One completed Menlo Park data sheet for building permit application
- One completed Menlo Park permit application
- Two copies of the Title 24 energy calculations
- Two copies of a geologist report if the project is located between Alameda De Las Pulgas and Interstate 280 or includes the construction of or addition to a basement
- Two copies of an arborist report if there are heritage trees in the vicinity of the proposed construction
- Federal Emergency Management Agency Substantial Improvement Determination worksheet if the project is located in Flood Zones A, AE, AH, AO.

## Plan sets

A complete set of plans includes the following:

- Lot plan
- Topographic survey
- Demolition plan
- Floor plan
- Roof plan
- Exterior elevations
- Mechanical plan
- Building sections
- Electrical plan
- Water Efficient Landscape plan: see engineering guidelines for single family homes to determine requirements
- Plumbing plan
- Grading and drainage plan: see engineering guidelines for single family homes to determine requirements
- Structural plan
- California Green Building Standards Code compliance imprinted on plans

## Menlo Park Fire Protection review

Depending on the scope of work for proposed project, the Menlo Park Fire Protection District (MPFPD) may require submittal for a permit, plan review and inspection. Please contact them directly at [www.menlofire.org](http://www.menlofire.org) or 650-688-8425.

The MPFPD is a separate and independent entity from the City of Menlo Park. It is the 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.