



**COMMUNITY DEVELOPMENT DEPT.**

701 Laurel Street  
Menlo Park, CA 94025  
650.330.6704  
March 2008

**PERMIT SUBMITTAL REQUIREMENTS**  
**FOR COMMERCIAL TENANT IMPROVEMENTS**

This handout describes the minimum submittal requirements for a commercial tenant improvement. 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.

Section 5536.2 of the State of California Business and Professional Code requires all plans to be prepared by a person who is licensed in this state to prepare plans and specifications. All copies of the plans shall be “**wet signed**” by the appropriate architect and/or engineer (i.e. original signature and stamp is required on each copied sheet). Plans shall be drawn to a scale of 1/8 inch per foot or larger and shall be printed or drawn on white paper. Individual plan sheets no smaller than 11 inches x 17 inches but not to exceed 34 inches x 44 inches in size.

When alterations, structural repairs, or additions are made to existing buildings and facilities, the buildings shall be made to comply with Chapter 11B, Division IV of the 2007 California Building Code.

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.

There will be **three (3) sets** of plans required for submittal. A separate submittal and approval is required from the Menlo Park Fire Protection District. Differed Submittals are not accepted except for roof truss calculations. A complete set of plans includes the following:

- Lot Plan
- Demolition Plan
- Floor Plan
- Roof Plan (if work on the roof is being proposed)
- Exterior Elevations (if exterior work is being proposed)
- Building Sections
- Structural Plan
- Mechanical Plan
- Electrical Plan
- Plumbing Plan

**Other Documents Relating to Building Submittal**

- Three (3) copies of the Structural Engineer’s calculations
- Two (2) copies of the Title 24 Energy calculations
- Elevation Certificate if the project is in Flood Zones A, AE, AH, AO
- Disabled Access Unreasonable Hardship Application

**Menlo Park Fire Protection District Review (MPFD)**

All Non-residential projects are required to be reviewed by the MPFD. Please contact them directly for submittal information at [www.menlofire.org](http://www.menlofire.org) or at (650) 688-8400.