



Community Development Dept.
701 Laurel Street
Menlo Park, CA 94025
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PERMIT SUBMITTAL REQUIREMENTS FOR A NEW COMMERCIAL ACCESSORY STRUCTURE

This handout describes the minimum submittal requirements for a new commercial accessory structure. 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.

All new buildings shall comply with the accessibility requirements as prescribed in Chapter 11B 2001 California Building Code.

There will be **five (5) sets** of plans required for submittal. A separate submittal and approval is required from the Menlo Park Fire Protection District. A complete set of plans includes the following:

- Lot Plan
- Floor Plan
- Roof Plan
- Exterior Elevations
- Building Sections
- Structural Plan
- Grading & Drainage Plan*
(If project is over 500 sq. ft.)
- Mechanical Plan
- Plumbing Plan
- Electrical 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
- Three (3) copies of a Geologist report (if project is located in Sharon Heights)
- Two (2) copies of an Arborist Report will be required if there are heritage trees in the vicinity of the proposed construction
- Elevation Certificate if the project is in Flood Zones A, AE, AH, AO

* Please see “**Grading and Drainage Plan Guidelines and Checklist**” handout.