



Permit Worksheet

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

Date of Application: _____

Job Address: _____

PERMIT

ELECTRICAL

Items	Qty.
Service Upgrade to 200 Amps	
From 200 to 1000 Amps	
Over 1000 Amps	
Temporary Power Pole	
Temporary Site Lighting	
Devices	
Fixed Appliances	
Outlets, Receptacles, Switches	
Lighting Fixtures	
Signs (each)	
New	
Alteration	
Power Apparatus	
Generator _____ Motor _____ Heat _____ Other _____	
Transformer _____ Air Conditioning _____	
H.P. or K.W.	To 1
	Over 1 to 10
	Over 10 to 50
	Over 50 to 100
	Over 100
Miscellaneous	
Wiring	
Sub-Panels	
Conduit	
Solar Panels	
Pools/Spas/Hot Tubs (new)	
Busways – Trolley – Plug-in (each 100 feet)	
Special Inspections (Per Hour)	
Burglar Alarm	
New Residential – Per Square Feet	
Other Items Not Listed	

Owner Name: _____

Owner Address: _____

City, St., Zip: _____

Owner Telephone Number: _____

Project Square Footage (adding): _____

Project Description: _____

Project Valuation: \$ _____

**IF APPLYING FOR ROOF PERMIT
PLEASE CHECK HERE:**

MECHANICAL

Items	Qty.
Furnace:	To 100 MBTU
	Over 100 MBTU
Wall, Floor, Suspended:	To 100 MBTU
	Over 100 MBTU
Repair: Heating, Air Conditioner	
Vent: Replace or Remove	
Boiler Compressor, Air Conditioner:	
	0-3 hp – 100M BTU
	4-15 hp – 500M BTU
	16-30 hp – 1,750M BTU
	31-50 hp – 1,750M BTU
	Over 50 hp – 1,750M BTU
Fan Unit:	1M to 10M CFM
	Over 10M CFM
Miscellaneous Items	
Variable Flow Boxes (each)	
Diffusers:	
	1-10
	11-50
	50 or More
Hood	
Other Ventilation Systems Not Listed	
Special Inspections (Per Hour)	
Other Items Not Listed	

Contractor Company Name: _____

Contractor Name (Contact): _____

Contractor Address: _____

City, State, Zip: _____

Contractor Telephone Number: _____

State Contractor's Lic #: _____

FEES	
Plan Check Fee	
Strong Motion Fee	
Doc Prep Fee	
Arborist Review Fee	
Geo Fee	
Sub Total	\$
Building Permit Fee	
Plumbing Permit Fee	
Mechanical Permit Fee	
Electrical Permit Fee	
Construction Impact Fee	
Total	\$

PLUMBING

Items	Qty.
Fixture or Trap	
Interceptors/Clarifiers	
Rainwater (per drain)	
Sewer	
Water Heater or Vent	
Gas Piping – Up to 4 Outlets	
Gas Piping – Over 4 Outlets (each)	
Water Piping – New/Alt.	
Lawn Sprinkler System	
Waste and Vent (repair)	
Vacuum Breakers or Backflow Devices Up to 2 inches	
Vacuum Breakers or Backflow Devices Over 2 inches	
Special Inspections (per hour)	
Pools/Spas/Hot Tubs (new)	
Other Items not listed	

DECLARATIONS

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.

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 this 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.

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.

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: _____



COMMUNITY DEVELOPMENT DEPT.

701 Laurel Street
Menlo Park, CA 94025
650.330.6704

DATA SHEET FOR NON-RESIDENTIAL BUILDING PERMIT APPLICATION

Schdv#eurylgh#kx#sursudwh#qirup dwrq#shudlqj#r#|rxu#ssdfdwrq#l#v#p srudqwr#frp sdwh#kxh#(lwgj#lqg#ursrvng#ghyharsp hqw#lhp v#
hyhg#i#kxh#(lwgj#wx.fwuh#v#hlgj#ghp rdkhg#ru#l#kxh#v#gr#shflilf#)rqlj#rugldqfn#htxlnp hqw#

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	
1ST	sf	sf	sf	
2ND	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	



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: _____