



COMMUNITY DEVELOPMENT DEPT.

701 Laurel Street
Menlo Park, CA 94025
650.330.6704

QUALIFICATION AND SUBMITTAL GUIDELINES
FOR PLAN CHECK BY APPOINTMENT

The following is a list of projects that qualify for Plan Check by Appointment (PCA) and the associated submittal requirements. All submittals should include the following if applicable:

- Elevation Certificate if the project is located in Special Flood Hazard Area A, AE, AH, AO
- Three (3) copies of the engineer's structural calculations
- Two (2) copies of the Title 24 Energy Calculations

RESIDENTIAL PROJECTS

Kitchens and bathrooms with minor structural changes

1. Floor plan
2. Mechanical, Electrical, and Plumbing plan
3. Building sections
4. Structural plans which may include
 - Foundation plan
 - Floor framing plans
 - Ceiling framing plan
 - Roof framing plans
 - Structural details

Interior remodel with minor structural changes 500 sq. ft. or less

1. Lot plan
2. Floor plan
3. Mechanical, Electrical, and Plumbing plan
4. Building sections
5. Structural plans which may include
 - Foundation plan
 - Floor framing plans
 - Ceiling framing plans
 - Roof framing plans
 - Structural details

Decks, arbors or trellis, and retaining walls except in Sharon Heights

1. Lot plan
2. Floor plan
3. Building sections
4. Structural plans which may include
 - Foundation plan
 - Floor framing plans
 - Roof framing plan
 - Structural details

(OVER)

Window and/or door replacement

1. Lot plan
2. Floor plan
3. Structural plans which may include
 - Framing plans
 - Structural details

Minor Field revisions to issued permits

1. Revised plans are to include:
 - All revisions clouded with a delta and revision number
 - A complete written list of the revisions
 - Associated revised calculations if applicable

COMMERCIAL PROJECTS

NOTE: UNTIL FURTHER NOTICE, NO COMMERCIAL PLAN CHECKS ARE AVAILABLE TO BE DONE OVER THE COUNTER.