



COMMUNITY DEVELOPMENT DEPT

701 Laurel Street
Menlo Park, CA 94025
650.330.6704

PLAN CHECK BY APPOINTMENT

In an effort to continually improve plan check service, the City of Menlo Park offers a Plan Check by Appointment (PCA) as a plan check service at the counter. The type of project that qualifies as a PCA is typically small and less complex residential projects that require submittal for review. At the completion of the plan check, a permit may be issued, revisions to the plans may be required, or further information may be required.

Architectural and structural plans for a project that qualify as a PCA must be of sufficient completeness and clarity to allow the plan check process to be accomplished within the scheduled 45 minute appointment time. The plans shall also include the signature and seal of the responsible project architect, designer, and/or engineer. The PCA process is very much dependent on the presence of the architect, designer, and/or engineer at the scheduled appointment. If the architect, designer, and/or engineer are not present, a technically competent representative shall be present and able to discuss any design issues or problems with the architect, designer, and/or engineer by telephone consultation during the appointment and be authorized to make changes to the plans during the appointment.

Guidelines and Procedures:

- Appointments are available Tuesday and Thursday afternoons between the hours of 1 PM and 4 PM. Appointments can be made by calling (650) 330-6704 or in person at the Building Division front counter.
- Appointments are limited to 45 minutes and will begin and end promptly at the appointment time since there may be other appointments scheduled immediately after your appointment. If the plan check is not completed in the allotted time, the plans will be taken in by a Development Services Technician and put in line for regular plan check completion.
- If you arrive late to your appointment, you will only be granted the remainder of your appointment time or you may reschedule. If you are more than ten minutes late, you will be required to rescheduled.
- All cell phones and pagers shall be turned off (unless you are using the phone to conference with your design professional) to ensure you will receive the full benefit of your appointment.
- Please provide the best phone numbers for you to be reached and an e-mail address in the event that we have to cancel or reschedule your appointment.

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Prior to your appointment the following must be completed:

- A building permit application with the required number of plan sets shall be submitted and paid for prior to an appointment being scheduled.
- The minimum document submittal shall be complete (See “Qualification and Submittal Guidelines for Plan Check by Appointment”) and the plan size shall be no smaller than eleven inches by seventeen inches (11”X17”). An appointment cannot be scheduled if the submittal documents are incomplete.
- All submittals for non-residential projects require written approval from the Menlo Park Fire Protection District prior to the appointment.
- Structural calculations will be required for all alterations that do not meet Section 2320 – Conventional Light-Frame Construction Design Provisions of the 2001 California Building Code.
- Structural calculations will be required for all retaining walls over four (4) feet in height as measured from the bottom of the footing,.
- All projects located in the Special Flood Hazard Area are to be approved for compliance with the Flood Damage Prevention Ordinance (MPMC chapter 12.42) by the Flood Plan Administrator or the Building Official prior to the PCA appointment.