



Community Development Dept.
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PERMIT SUBMITTAL REQUIREMENTS FOR AN ADDITION OF 500 SQUARE FEET OR LESS TO A SINGLE FAMILY RESIDENTIAL STRUCTURE

This handout describes the minimum submittal requirements for a new an addition of 500 square feet or less. In certain situations, additional materials may be required. For a complete description of the required items listed, please see the “**Required Details for a Building Permit Submittal**” hand out. All work must meet the minimum requirements of the City of Menlo Park’s Municipal Code.

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 must not exceed 34 inches x 44 inches in size. All copies shall be “**wet signed**” by the appropriate architect, designer, and/or engineer (i.e. original signature and stamp is required on each copied sheet).

Applicants are encouraged to have plans drawn by a professional architect or designer familiar with Menlo Park’s building permit process. This will facilitate a timely review of the project plans. If the owner wishes to complete the plans on his/her own, then it is suggested that he/she contact the Building Division to ensure that all information is prepared properly. It is to the applicant’s advantage to submit legible and clear plans. Plans that cannot be read or understood will not be accepted. This may result in a delay of the plan review process and may cause additional costs to the applicant.

There will be **three (3) full size sets** of plans and **five (5) 8 1/2”x 11” copies of the Site plan and Elevations** required for submittal. A complete set of plans includes the following:

- Lot Plan
- Floor Plan
- Roof Plan
- Exterior Elevations
- 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
- Three (3) copies of the Geologist report if the 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

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.

Notification of all applications for demolition and building permits for the demolition, construction, addition or alteration of a single-family residence located in a single-family zoning district shall be given to all contiguous neighbors of the project site within 15 days of an application for a permit. Demolition and building permits that are limited to repair of an existing building, re-roofing of an existing building, or for interior alteration only are exempt from the noticing requirement. The written notification shall include a brief description of the project and reductions of the site plan and elevations.