



**COMMUNITY DEVELOPMENT DEPT.**

701 Laurel Street  
Menlo Park, CA 94025  
650.330.6704  
December 2009

**PERMIT SUBMITTAL REQUIREMENTS FOR AN ADDITION OF OVER 500 SQUARE FEET  
TO A SINGLE FAMILY RESIDENTIAL STRUCTURE**

This handout describes the minimum submittal requirements for an addition of over 500 square feet to a single-family residential structure. 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.

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

There will be **four (4) 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
- Topographic Survey
- Demolition Plan
- Floor Plan
- Roof Plan
- Exterior Elevations
- Building Sections
- Grading & Drainage Plan\*
- Structural Plan
- Mechanical Plan
- Electrical Plan
- Plumbing Plan

\*See Grading and Drainage Guidelines to determine whether required for your project.

**Other Documents Relating to Building Submittal**

- Three (3) copies of the Structural Engineer’s calculations
- Two (2) copies of the Title 24 Energy calculations
- Two (2) 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.

**Menlo Park Fire Protection District Review (MPFPD)**

Depending on the scope of work for proposed residential projects, the MPFPD may require submittal for a permit and plan review. Please contact them directly for submittal information at [www.menlofire.org](http://www.menlofire.org) or at (650) 688-8400.