



**Community Development Dept.**

701 Laurel Street  
 Menlo Park, CA 94025  
 650.330.6704  
 March 2008

**PERMIT SUBMITTAL AND STRUCTURAL REQUIREMENTS FOR  
 ROOF, FLOOR, AND WALL MOUNTED OR SUSPENDED EQUIPMENT**

This handout describes the minimum submittal and structural requirements for roof, floor, and wall mounted 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 no smaller than 11 inches x 17 inches but not to 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). In all cases, the equipment must be installed per the current building code, engineering principles and manufactures specifications.

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 **three (3) full size sets** of plans A complete set of plans includes the following:

<b>Total weight of equipment</b>		<b>Plan Check Submittal Requirement</b>
Suspended Form Roof/Floor or Wall Mounted	Roof or Floor Mounted	
Less than 50 lbs	Less than 100 lbs	Permit Required. Plans Not Required
51 – 100 lbs	101- 200 lbs	
101-200 lbs	201-400 lbs	<u>Plans Required:</u> • Mechanical plans • Electrical plans • Plumbing plans • Structural Plans
Over 200 lbs	Over 400 lbs.	

**Other Documents Relating to Building Submittal**

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

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

Depending on the scope of work for proposed project, 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.