

# WORK EXEMPT FROM CITY PERMIT REQUIREMENTS

Community Development – Building Division  
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<b>General information</b>
Exemption from the permit requirements of Section 12.06.01 of the Menlo Park Municipal Code, the 2016 California Mechanical Code (CMC), the 2016 California Electrical Code (CEC), and the 2016 California Plumbing Code (CPC) shall not be deemed to grant authorization for any work done in a manner in violation of the provisions of any laws or ordinances of the City of Menlo Park. A building permit will not be required for the following work types.
<b>Building</b>
<ol style="list-style-type: none"><li>1. Detached accessory buildings used as tool and storage or garden sheds or similar uses, provided the height does not exceed 8 feet and the projected roof area does not exceed 64 square feet</li><li>2. Wood fences not over 7 feet high</li><li>3. Oil Derricks</li><li>4. Retaining walls which are not over 2 feet high measured from the top of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III liquids</li><li>5. Detached free-standing water tanks supported directly on a concrete foundation at grade if the capacity does not exceed five 5000 gallons and the ratio of height to diameter or width is not greater than 2:1</li><li>6. Platforms, walks, and driveways not more than 12 inches above grade and not over any basement or story below</li><li>7. Painting, papering, carpeting and similar finish work</li><li>8. Temporary television and theater stage sets and scenery</li><li>9. Prefabricated swimming pools accessory to a Group R Division 3 occupancy that are less than 24 inches deep, do not exceed 5,000 Gallons and are installed entirely above ground</li><li>10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems</li><li>11. Swings and other playground equipment accessory to detached one- and two-family dwellings not exceeding 120 square feet as measured at the supports or 9 feet in height as measured from existing natural grade to the top of the highest structural member, guard rail or appendage</li><li>12. Windows awnings supported by an exterior wall of Group R Division 3 occupancy when projecting not more than 36 inches</li><li>13. Non-fixed and moveable fixtures, cases, racks, counters and partitions not over 5'-9" in height</li></ol>
<b>Mechanical</b>
<ol style="list-style-type: none"><li>1. A portable heating appliance, portable ventilating equipment, a portable cooling unit or a portable evaporative cooler</li><li>2. A closed system of steam, hot, or chilled water piping within heating or cooling equipment regulated by the 2016 CMC</li><li>3. Replacement of any component part or assembly of an appliance that does not alter its original approval and complies with other requirements of the 2016 CMC</li><li>4. Refrigerating equipment that is part of the equipment for which a permit has been issued pursuant the requirements of the 2016 CMC</li><li>5. A unit refrigerating system</li></ol>
<b>Electrical</b>
<ol style="list-style-type: none"><li>1. Listed cord and plug connected temporary decorative lighting</li><li>2. Reinstallation of attachment plug receptacles, but not the outlet</li><li>3. Repair or replacement of branch circuit overcurrent devices of the required capacity in the same location</li><li>4. Installation or maintenance of communications wiring devices, appliances, apparatus or equipment</li></ol>
<b>Plumbing</b>
<ol style="list-style-type: none"><li>1. The stopping of leaks in drains, soil, waste or vent pipe, provided, however that any trap, drain pipe, soil, waste, or vent pipe become defective and it becomes necessary to remove and replace the same with new material, the same shall be considered as new work and a permit shall be procured and inspected</li><li>2. The repairing of leaks in pipes, valves or fixtures, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures</li></ol>