



## **General Planning Level Comments for the project entitlement review phase** **(Preliminary compliance documentation)**

All specific code sections noted in this document are for reference purposes only. The proposed development will be required to meet the building standards established in the California Building Standards Code (Building Code) and any local amendments to the Building Code in effect at the time of a complete building permit application for the structures. Given the preliminary nature of the plan set a cursory review of the plans for code compliance was done; however, this does not constitute a complete plan review or agreement that the proposed project is Building Code compliant. In the project plans, please provide preliminary documentation of compliance with the following requirements, as applicable based on the specifics of the proposed project. The City of Menlo Park requires preliminary documentation, as applicable, with the following requirements to ensure that the proposed project can be constructed without major modifications, if approved by the Planning Commission and/or City Council.

### **General Comments (Pertinent information for future building permit application). The following general comments are included but not limited to the following:**

1. Projects are subject to the 2019 California Building Standards Code (Building Code) and any adoption of Reach Codes and local ordinances in effect at the time of building permit application submittal.
2. Projects are subject to the California Green Building Standards Code (Cal Green) in effect at the time of building permit application and any local amendments to Cal Green. Other forms of green building checklist will not be accepted in-lieu of the Cal Green requirements.
3. Detached structures require their own permit, have an occupancy category and are required to meet all Building Code requirements associated with their occupancy and location on site.
4. All deferred submittals other than trusses are to be approved by the Building Official prior to building permit application.

### **Preliminary compliance documentation (Required during entitlement review phase)**

5. The different occupancies within any given building shall comply with the required fire rated separation per Table 508.4 or special provisions of 510 of the 2019 Building Code. For multi-occupancy buildings, please document preliminary compliance with these requirements.
6. Identify any Accessibility standard requirements outlined in the 2019 California Building Code (CBC) 11A and 11B that could visually impact the building or garage footprint to ensure that the proposed project can be constructed as currently designed.
7. Identify the location of EV spaces as per 2019 Cal Green Code Chapter 4 and 5 and Menlo Park Municipal Code Chapter 12.18. <https://www.menlopark.org/1480/Electric-vehicle-EV-chargers>
8. Label accessible routes within buildings, egressing out to exit discharge including the pathway to public way.
9. Show parking stalls – Plan view of total space count, accessibility count, EVSE chargers, and bicycle parking and/or storage.
10. Please identify the type of occupancy and construction type. As a reminder, courtyards and other defined outdoor use areas have specific occupant loads and egress requirements that will need to be designed and detailed. If the building is located in a flood zone and is required to meet all applicable flood design criteria and final certification.

11. Please note on the plans where the new exterior utilities will be located, including items such as PG&E transformers and feeds, utility meters, and back flow preventers for water.
12. If applicable, identify the maximum allowable openings for walls located 20 feet or less to a property line based on the fire area separation per California Building Code Table 705.8. Be sure to indicate the locations of required fire-rated exterior walls and minimum fire protectives required at these walls (when over percentages of unprotected opening limits).
13. Show how the buildings will comply with the allowable heights and areas established in Chapter 5 of the California Building Code. Please include construction types, allowable area analysis, mixed-use or special provisions taken and overall building heights in 503, 504, 506, 508 and 510.
14. Document preliminary compliance with the 2019 Reach Code (the Reach Code requires new buildings to be all electric and sets solar installation requirements for non-residential buildings). <https://www.menlopark.org/1583/Reach-codes>
15. Related to building and exit discharge accessibility, if applicable, clarify the design approach related to the flood plain mitigation measures for the project and any specific landscape or design features proposed.
16. Provide preliminary civil engineering plans that identify property lines (lengths and bearings), easements (if any) and utility connection points for (water, sewer, electrical, etc.). Additionally, indicate that impervious surfaces within 10 feet of the proposed building are required to have a minimum 2 percent slope away from the building and pervious surfaces within 10 feet of the building are required to have a minimum 5 percent slope away from the building as per California Building Code 1804.3 of the 2019 CBC. Further, any proposed bi-retention on site should be dimensioned for future discussion of engineering requirements for the project. This information may be provided through multiple plan sheets, as appropriate, and may also be required by the Engineering Division.

Please provide the following information in the project plans, as applicable, for review by the Building Division for preliminary compliance.

#### General Code Information (preliminary compliance documentation)

1. Project location
2. Project description
3. Applicable codes
4. Occupancy classifications
  - i. Height and area limits
  - ii. Maximum number of stories
  - iii. Fire resistive requirements
    - a. Floor and roof construction
    - b. Occupancy separation
    - c. Incidental use areas
    - d. Electrical
    - e. Mechanical
    - f. Vertical Openings (Shafts)
    - g. Elevators
    - h. Exit Passages
  - iv. Roof Construction
    - a. Fire resistive Classification
    - b. Minimum slope
5. Means of Egress
  - i. Doors
    - a. General requirements
    - b. Exit door width
    - c. Single / Double
    - d. Door swing

- ii. Maximum path of common travel
  - a. Door in series
  - b. Door type
- iii. Stairs
  - a. Treads / Risers (height and length)
  - b. Head room clearance
  - c. Maximum height between landings
- iv. Landings
  - a. When required
  - b. Size – width, length, change in direction, doorways
  - c. Direction of travel
  - d. Minimum width and depth
- v. Handrails
  - a. When required
  - b. Size
  - c. Shape
  - d. Height
  - e. Clearance
  - f. Projection into required space
  - g. Extensions
- vi. Stairway to roof
  - a. Type required
    - i. Alt Tread
    - ii. Ships ladder
    - iii. Ladder permitted
- vii. Ramps
  - a. Minimum width / Maximum slope
  - b. Cross slope and Rise between landings
- viii. Guards
  - a. When required
  - b. Minimum height
  - c. Spacing
- ix. Exit access corridors
  - a. Minimum width & Headroom
  - b. Protruding objects
  - c. Fire rating required
  - d. Maximum dead end corridor length
- x. Occupant Load Factor
  - a. For all occupancies within project scope
- xi. Number of Exits required
  - a. Per story
  - b. Per space (i.e. boiler, incinerator, furnace rooms, each floor or fire section of the building from each smoke compartment)
- xii. Luminous Egress Path Markings where required
- xiii. Maximum Travel Distance
  - a. Between any room doors required as exit or as exit access
  - b. Exterior balcony increase
- 6. Special Provisions
  - i. Mechanical
    - a. Fire protection at ducts
    - b. Fire Damper Rating
    - c. Smoke Dampers required

- ii. Electrical
  - a. Standby Power
  - b. Emergency Power
- iii. Fire Protection System
  - a. Automatic sprinklers
  - b. Standpipes
  - c. Portable fire extinguishers (NFPA 10)
  - d. Maximum travel distance (any hazards)
  - e. Auto fire detection, Manual Fire Alarm and Automatic smoke detection)
- 7. Accessibility
  - i. Parking
    - a. Spaces Provided
  - ii. Range of accommodations (Example - Accessible guest rooms shall be dispersed among various classes of sleeping accommodations)
  - iii. Guest room break down – Mobility
    - a. Total rooms provided
    - b. Showers