

# PERMIT SUBMITTAL REQUIREMENTS FOR A NEW SINGLE FAMILY RESIDENTIAL STRUCTURE

Community Development  
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## Information

This handout describes the minimum submittal requirements for a new 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, which includes the Reach Codes outlined in Ordinance #1057, the 2019 Building Standards Code and ordinance #1062 adopted code amendments.

Plans shall be drawn to a scale of 1/4 inch per foot or larger and shall be printed or drawn on white paper. Individual plan sheets no smaller than 24 x 36 inches but not to exceed 34 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. 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. 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.

## Submittal requirements

Sets plans should include the following:

- Five 8 1/2"x11" copies of the Site plan and Elevations
- One completed copy of the data sheet for building permit application
- One completed copy of the Menlo Park permit application are required for submittal
- Three copies of the structural engineer's calculations
- Two copies of the Title 24 Energy calculations
- Three copies of a Soils report
- Two copies of an Arborist Report will be required if there are heritage trees in the vicinity of the proposed construction
- FEMA Substantial Improvement Determination work sheet if the project is located in Flood Zones A, AE, AH, AO

A complete set of plans includes the following:

- Lot plan
- Water efficient landscape plans: see Engineering Guidelines for Single Family Homes to determine requirements.
- Topographic survey
- Roof plan
- Mechanical plan
- Demolition plan
- Exterior elevations
- Electrical plan
- Floor plan
- Building sections
- Plumbing plan
- Grading and drainage plan: see Engineering Guidelines for Single Family Homes to determine requirements.
- Structural Plan
- California Green Building Standards Code Compliance Imprinted on plans

## Menlo Park Fire Protection District review

Depending on the scope of work for proposed residential projects, the Menlo Park Fire Protection District (MPFPD) may require submittal for a permit, plan review and inspection. Please contact them directly for submittal and inspection information at [www.menlofire.org](http://www.menlofire.org) or at 650-688-8425.

The MPFPD is a separate and independent entity from the City of Menlo Park. It is responsibility of the applicant or applicant's representative to coordinate the submittal, review, approval and inspection for Fire Code related work with the MPFPD. Please be aware, a Building permit from the City of Menlo Park will not be issued until the MPFPD has approved the project if they require a permit.