RESIDENTIAL REMODEL
Plan Submittal Requirements

GENERAL REQUIREMENTS:

☐ Plans drawn or prepared by licensed design professional must be stamped at submittal and wet-signed before the permit can be issued.
☐ Imprint on plan the Notice of Violation if the permit is to abate a code case.
☐ Construction Best Management Practices must be imprinted on plan. To access the standard plan, please visit: http://www.flowstobay.org/construction.
☐ Properly complete and submit a C&D Waste Diversion Application. Here is the link to the application: http://www.ci.east-palo-alto.ca.us/ArchiveCenter/ViewFile/Item/486
☐ All aspects of construction must comply with the Environmental Protection Agency Lead Renovation, Repair and Painting Program Rule; 40 CFR, Part 75.
☐ Please contact the Menlo Park Fire to inquire on their permit requirements prior to submitting to the Building Division. Link to Menlo Park Fire: https://www.menlofire.org/fireprevention/plan-submittal

SUBMIT:

☐ One (1) properly completed permit application.
☐ Four (4) sets of building plans (1/4”-1’ scale, 11” X 17” size min. 36” X 48” size max.).
☐ A digital copy of all submitted documents in one (1) PDF
☐ Two (2) copies of each of the following documents:
  o Equipment Specifications
  o C&D Waste Diversion Application
  o Completed CAL Green Checklist
  o Title 24 Energy Compliance (if applicable)
  o Structural Calculations (if applicable)

PLANS SHALL CONSIST OF:

☐ Cover Sheet:

  o Project address.
  o Square footage of the proposed remodel.
  o Detailed project scope of work.
  o If the project is to clear a code case, please state under scope of work “To Clear Code Case Violations” followed by the detailed scope of work.
**Floor Plans:**
- Provide an existing floor plan; and a proposed floor plan (clearly show all new work proposed).
- Show location(s) of all new lights and switches.
- Location of proposed water heater
- Clearly show on plan the demolition work proposed.
- Gas schematics (if new gas piping or if installing an instantaneous water heater).
- Clearly distinguish, on plans, between the new and existing work to remain.
- Show location(s) of all new electrical equipment (fans, disconnects etc.).
- Provide a schedule of any doors and windows being replaced.
- Locations of required smoke alarms and carbon monoxide alarms.
- Proposed mechanical work and location(s) (furnace, condensers etc.).

**Electrical Requirements:**
- Refer to EPA’s Residential Electrical Plan Submittal Requirements for relevant electrical code requirements: [http://www.ci.east-palo-alto.ca.us/ArchiveCenter/ViewFile/Item/493](http://www.ci.east-palo-alto.ca.us/ArchiveCenter/ViewFile/Item/493)

**Elevation Views:**
- Show exterior finishes proposed (roof, siding, stucco, windows, doors, etc.).

**Structural Requirements:**
- Structural plans/analysis by a California licensed design professional is required for the following:
  - Modifications to structural elements (posts, beams, bearing walls etc.).

**Title 24 Energy Compliance:**
- Documentation is required for mechanical and building envelope changes.