



# COMMERCIAL AND INDUSTRIAL PLAN SUBMITTAL REQUIREMENTS

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## **GENERAL REQUIREMENTS:**

- Please contact the following agencies for specific project information and requirements:
  - Menlo Park Fire District  
(650) 688-8425, [www.menlofire.org](http://www.menlofire.org)
  - East Palo Alto Sanitary District  
(650) 325-9021, [www.epasd.com](http://www.epasd.com)
  - Sequoia Union High School District  
(650) 369-1411 X22290, [www.seq.org](http://www.seq.org)
  - San Mateo County Environmental Health Department (650) 372-6200,  
[www.smchealth.org](http://www.smchealth.org)
- Plans drawn or prepared by licensed design professional must be stamped at submittal and wet-signed before the permit can be issued.
- Construction Best Management Practices must be imprinted on plan (available online).
- All construction and demolition debris shall be contained on-site (not on the public right-of-way) in constantly covered bins which include adequate service to ensure containment. At a minimum, 65% of the project waste stream shall be recycled; prior to final project approval and occupancy, a receipt shall be provided verifying 65% recycling has occurred. An authorized hauler shall be utilized for this mandatory requirement. Clearly show this requirement on the submitted plans.

## **SUBMIT:**

- One (1) properly completed permit application.
- A digital set of building plans (1/4"-1' scale, 18"X24 size min. 36" X 48" size max.).
- A digital copy of each of the following documents:
  - Structural Calculations
  - Title 24 Energy Compliance Report
  - Equipment Specifications
  - Truss Calculations
  - Geotechnical/Soils Report
  - Construction and Demolition Plan (C&D)

## **PLANS SHALL CONSIST OF:**

- Cover Sheet:**
  - Project address.
  - Flood zone.
  - Square footage.
  - Building area calculations (CBC Ch. 5 (503.1)).
  - Notate all deferred submittals.
  - Note on plan: Project to comply with the 2022 CBC, 2022 CEC, 2022 CMC, 2022 CPC, 2022 CA Energy Code, 2022 CA Green Building Standards Code, East Palo Alto Municipal Code.
  - Location map.
  - Type of construction.
  - Occupancy classification(s).
  - Building fire sprinkler system.
  - Fire alarm system.
- Plot Plan:**
  - Lot dimensions with property lines and any easements identified.
  - Size and use of all structures on the lot
  - Disabled access plan showing accessibility throughout the site and building(s).
  - Location and number of disabled accessible parking stalls and path of travel to the building entrance(s). Include parking, signage, and ramp details.
  - Grades and elevation of site and building.
  - Dimensions from structures to property lines (measured at right angles to structures).
  - Dimensions between structures (measured at right angles to structures).
  - Grading (all site utilities, storm drainage and fire lanes).

- **Architectural Sheets:**
  - Occupancy classification of each room/area.
  - Location of all exits.
  - Cross Sections
  - Floor Plan (identify and dimension all room usage).
  - Disabled access plan for the building.
  - Window and door schedule.
  - Show all fixed elements of construction (walls, partitions, cabinets, etc.) on floor plan.
  - Show details of fire rated construction per CBC Table 720.1(1) or indicate G.A. file number if assembly is from Gypsum Association Fire Resistance Design Manual.
  - Elevations from all sides of building with exterior material used.
  - Roof Plan (show proposed roof top equipment, roof pitch, type of roofing etc.).
  - Egress plan with occupant loads shown.
  - Width, distance to, and direction of all exits, and location of panic hardware.
  - Identify area/occupancy separation walls and fire-resistive rating of each on floor plan.
  
- **Structural:**
  - Include structural design criteria (design load, wind, seismic, etc.) on plan.
  - Foundation Plan (anchorage, rebar, piers etc.)
  - Roof Framing Plan
  - Structural Details
  - T-bar ceiling plan (if applicable) along with manufacturer's specifications.
  - Location, size and grade of all framing members to include location(s) of shear walls.
  
- **Electrical Plan:**
  - One-line diagram showing service, feeder panel, conductors, disconnect, over current sizes, grounding methods and service load calculation.
  - Panel schedule with circuit identification, description of circuits, walls and voltages.
  - Fixtures schedule.
  - Show all raceways, conductor quantities, equipment, outlets, devices, luminaires, etc. on the plan view(s).
  - Exit light and signage to include back-up power where needed.
  
- **Plumbing and Mechanical Plan:**
  - Plumbing isometric/schematic showing sewer, soil, waste vents and cleanout sizes and material.
  - Water piping system, pipe sizes, and pipe materials proposed on plumbing floor plans.
  - Grease Removal Devices with Sizing Calculations (food service facilities).
  - Location of heating and air conditioning equipment including manufacturer's name, model number and weight of equipment.
  - Duct location, material and sizes and indicate location of fire dampers.
  
- **Miscellaneous:**
  - Landscaping and Irrigation Details (including reclaimed water system).
  - Chemical List (quantities and explanation of process).
  - Site Lighting and Photometric Plans.
  - CAL Green Checklist (properly completed and/or imprinted on plan).
  - Statement of Special Inspections.