



# NEW RESIDENTIAL 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)
  - East Palo Alto Planning Division  
(650) 853-3189, [www.cityofepa.org/planning](http://www.cityofepa.org/planning)
  - Sequoia Union High School District  
(650) 369-1411 X22290, [www.seq.org](http://www.seq.org)
  - West Bay Sanitary District  
(650) 321-0384, [www.westbaysanitary.org](http://www.westbaysanitary.org)
  - East Palo Alto Engineering Division  
(650) 853-3189, [www.cityofepa.org/publicworks](http://www.cityofepa.org/publicworks)
- Plans drawn or prepared by licensed design professional must be stamped at submittal and signed before the permit can be issued. Construction Best Management Practices must be imprinted on the plan. To access the standard plan, please visit:
  - <http://www.flowstobay.org/construction>
- Submit a waste management plan. The plan shall include the estimated composition and quantities of waste to be generated and how the applicant intends to recycle at least 65% percent of the total job site construction waste measured by weight or volume.

## **SUBMIT:**

- One (1) properly completed permit application.
- A digital copy 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
  - California Energy Compliance Report
  - Equipment Specifications
  - Statement of Special Inspections
  - Truss Calculations
  - Geotechnical/Soils Report
  - Construction and Demolition Plan (C&D)
  - Cal Green Residential Mandatory Checklist

## **PLANS SHALL CONSIST OF:**

### **Cover Sheet:**

- Project address and parcel number
- Flood zone designation
- Square footage of all proposed structures
- Notate all deferred submittals
- Sheet index
- Note on plan: Project to comply with the 2022 CBC, CEC, CMC, CPC, CA Energy Code, CA Green Building Standards Code and East Palo Alto Municipal Code
- Location map
- Type of construction
- Occupancy classification(s)
- Building fire sprinkler system
- Detailed project scope

□ **Plot Plan:**

- Lot dimensions with property lines and any easements identified
- Size and use of all structures on the lot
- Grading (all site utilities; water/gas/sewer/storm)
- Grades and elevation of site and building
- Dimensions from structures to property lines (measured at right angles to structures).

**Architectural Sheets:**

- Cross Section in each direction
- Floor Plan (identify usage and dimension all rooms)
- Window and door schedule
- Structural Roof, floor framing and foundation plan sheets
- Elevations from all sides of building with exterior material used
- Interior elevations
- Truss configuration and locations

**Structural:**

- Include structural design criteria (design load, wind, seismic, etc.) on plan
- Foundation Plan (anchorage, rebar, piers etc.)
- Roof Framing Plan and construction details
- Structural Details
- Structural wall sections with construction details
- Location, size and grade of all framing members to include location(s) of shearwalls

**Electrical, Plumbing & Mechanical Plan:**

- Fixture schedule
- Main panel size and location, including subpanel(s)
- Location of HVAC equipment and plumbing fixtures
- Location of PV panels and battery storage
- Location of water meter, water service piping, plumbing building drain and sewer piping, and cleanouts
- Show all equipment, outlets, smoke/carbon monoxide alarms, switches, luminaires, etc. on the plan sheets
- Location and type of water heating system.
- Gas pipe schematic (may be deferred)

**Prefabricated Roof Trusses (may be deferred):**

- Truss calculations must be reviewed/stamped by the individual responsible for the design of the structure

**Separate Plans & Permits Required for the Following Types of Work:**

- Automatic fire sprinklers and fire alarms
- Pools and spas
- Structure demolition
- Detached accessory structures
- Encroachment of public right-of-way

**Note: This is not a complete list of all required submittals; additional information may be required after the initial plan review.**