



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.
- 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.gov/>

SUBMIT:

- One (1) properly completed permit application.
- One (1) digital set of building plans (1/4"-1' scale).
- One (1) digital copy of each of the following documents:
 - Equipment Specifications
 - C&D Waste Diversion Application
 - Completed CAL Green Checklist
 - California Energy Compliance (if applicable)
 - Structural Calculations (if applicable)

PLANS SHALL CONSIST OF:

Cover Sheet:

- Project address.
- Square footage of the proposed remodel.
- Detailed project scope of work.
- Location map.
- Type of construction (V-B).
- Occupancy classification (R-3).
- Note on plans: "Project to comply with the 2022 CRC, CBC, CEC, CMC, CPC, CA Energy Code, CA Green Building Standards Code and East Palo Alto Municipal Code."
- 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.

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.).

California Energy Compliance:

- Documentation is required for mechanical, water heating, lighting and building envelope changes.