



Building Permit Application Procedure

Plans & Specifications / Building Permit Submittal Requirements

**Please note that each structure requires a separate application form.*

Three sets of stamped and wet-signed plans and specifications are to be submitted to the Building Department, on clearly printed sheets, 18"x 24" or larger (unless specifically approved by the building department). Two sets of stamped and signed structural calculations and energy calculations (if applicable) are to be submitted with the three sets of plans. The plans should contain the following information:

Site Plan (first sheet):

Please show the following:

- Locations of all existing and proposed structures on the property, including garages or carports, storage buildings, arbors, patios, decks, swimming pools and spas, etc. Distinguish between what exists and what is proposed. Provide setback dimensions from property lines.
- All right-of-ways adjacent to the property. Provide street names.
- All trees with a diameter of 15 inches or greater (A heritage tree has a trunk circumference of 48" or more, when measured 48" above natural grade.)
- Locations of any wells and/or easements on the property
- The entire parcel with all property lines, easement lines, and dimensions
- A north arrow
- The scale length of the drawing
- Number each sheet

Please list the following:

- Address of the subject parcel
- Owner of the subject parcel
- Names and phone numbers of the Architect, Designer, Engineer, etc.
- Zoning District
- Occupancy Group
- Type of construction
- Square footage of the entire parcel
- Maximum allowable floor area per zoning district requirements
- Floor area of existing and proposed structures
- Existing impervious area and proposed impervious area
- Square footage of all existing and/or proposed structures by floor, including basements
- Square footage of all existing and/or proposed covered porches and patios

C.O.P. & Tree Protection Plan:

Please show the following:

- Heritage trees are to be physically protected by fencing during construction and demolition. A tree protection plan must be submitted with the demolition and/or building application.
- Locations of construction trailer, debris box, sanitary facilities & construction material storage.
- Temporary construction driveway w/cleanup area.

- Protective fencing around all heritage trees.
- See “Guidelines for Construction, Operation and Parking Plans”

Demolition Plan:

Please show the following:

- Proposed structural elements, walls, and partitions to be removed
- Existing siding, windows, doors, fixed cabinetry, shelving, and finishes to be removed

Floor Plan:

Please show the following:

- The intended use and dimensions of all proposed and existing rooms
- Location and dimensions of all rooms, partitions, doors, windows, cabinets, fixtures, etc.
- Location of under-floor access
- Location of attic access
- Smoke detectors in all sleeping rooms
- Stair details
- Include sizes at scale of ¼ inch per foot.
- Proposed finishes

Roof Plan:

Please show the following:

- Proposed and existing hips and ridges
- Direction of the slopes of the roof
- Location of all skylights, chimneys, and vent terminals
- Calculation for roof/attic venting and the location and size of the vents
- Specification of roofing material

Floor Area Calculations:

Provide a floor area worksheet with calculations for all structures, lot area calculations and floor area ratios. Floor area is defined in Title 17.08.130 and includes the entire area bounded by the exterior walls, including open spaces such as stairways and atriums.

Exterior Elevations:

Please show the following:

- All new exterior (north, south, east, and west) building elevations and/or proposed changes to existing exterior building elevations including all dormers, balconies, windows, doors, and roof pitches
- Exterior finished, including existing finishes and proposed finishes
- Existing and finished grade on all elevations of structures
- Height above finished grade of all floors, eaves, and ridges
- Height of chimney above roof areas within 10 feet of chimney

Building Sections:

Please show the following:

- The dimension of ceiling heights from finish floor to bottom of ceiling joist
- The attic dimension measured from top of ceiling joist to bottom of roof sheathing
- Existing and proposed insulation in walls, with R values.
- Framing section showing floor, wall and roof framing, and footings

Structural Plans:

Please show the following:

- **Foundation Plan**
 - a. Dimensions and details of the foundation conditions including: sections, piers, and reinforcement
 - b. The location of all anchor bolts and holdowns for new foundations
 - c. A *Soils Report* is required for any additional loading or on any parcel located west of the Alameda De Las Pulgas. It is also required on pier and grade beam foundations and any new structure with a basement.
- **Floor, Ceiling, and Roof Framing Plans**
 - a. All framing member sizes, including size and type of sill plate
 - b. Calculation for under-floor venting and the location and size of the vents
 - c. Locations of all shear walls
 - d. Nailing schedule for all diaphragms
 - e. Location of all straps, drag struts, etc.

Electrical Plan:

Please show the following:

- Location of all electrical outlets and switches
- Location of all fixed lighting
- Location of all electrical panels
- Location, size, and type of water heater(s)

Title 24 Energy Compliance Report:

Forms CF-1R and MF-1R are required for any increase in conditioned space greater than 100 square feet – 2 sets

Soils Report:

A *Soils Report* is required for any additional loading or on any parcel located west of the Alameda De Las Pulgas. It is also required on pier and grade beam foundations and any new structure with a basement. Provide 2 sets.

School Impact Fees:

Building Permits that include new or additional square footage cannot be released until School Impact Fees have been paid to Sequoia Union High School District. The Building Department must have the School Impact Fees *receipt* on file prior to issuing the building permit to the contractor or owner. For further information, please contact the district office at (650) 369-1411.

Menlo Park Fire:

Any new structure greater than 1000 square feet and any remodel/addition greater than 50% will require fire sprinklers and a separate review and approval by Menlo Park Fire. Any new entrance gate and/or entrance columns will also require review and approval by Menlo Park Fire. Contact Menlo Park Fire directly at (650) 688-8425 for their review requirements.

Separate Permits:

Separate permits with separate applications are required for each building or structure that work is performed on. A separate encroachment permit is required for any work performed in the right-of-way.

Grading and Drainage Permit:

Grading or excavation of more than 5,000 square feet of 50 cubic yards requires a separate plan and permit. New development is required to dispose of rainwater on site. Contact the Public Works Department at (650) 752-0570 for further information regarding Grading and Drainage permits.

Demolition Permit:

Demolition of an entire structure requires a demolition permit. Any demolition and/or construction generating more than two thousand pounds of waste material is required to meet certain recycling goals. See Demolition Permit Requirements handout.

Landscape Screening Permit:

- Required when there is a new residence or addition 18-feet or higher
- Required for any new construction of an accessory structure or to an existing accessory structure that exceeds 10-feet above grade and is less than 35-feet from the property line.
- Submittals shall consist of two site plans with all heritage trees & other planting materials labeled. These must be submitted separately from the building permit submittal.
- Permit fee is \$250.00, unless otherwise determined by the Arborist.
- Landscape Screening Plans must be submitted and approved prior to the framing inspection.
- See Landscape Screening handout.

Other Requirements:

Business License:

All general contractors, sub-contractors, handymen, etc., doing work in the Town of Atherton must obtain a Town of Atherton Business License. The final inspection *will not* be scheduled until the *Sub-Contractors List* has been submitted, complete with Atherton Business License numbers. The General Contractor is responsible for submitting the complete sub-contractor list.

Noise:

The basic noise regulation prohibits any sound, at any time of the day or night that exceeds 6 dBA above the local ambient measured 50 feet beyond the property line. *Construction noise* may exceed 6 dBA above ambient limit only on *weekdays*, excluding holidays, between the hours of 8:00 a.m. – 5:00 p.m. and cannot exceed 85 dBA when measured 50 feet from the source of the sound.

Inspections:

Inspection request must be done in person or called in at least 24 to 48 hours in advance. Inspection requests can be made for a morning or an afternoon inspection. Please call the inspection request line at 650-752-0560.