



Menlo Park Fire Protection District  
170 Middlefield Rd - Menlo Park, CA 94025  
(650) 688-8425 - (650) 473-9847 fax

Website: [www.menlofire.org](http://www.menlofire.org)

Office Hours: Monday–Thursday: 8am–5pm, Fridays - Closed

We serve Menlo Park, Atherton, East Palo Alto & Unincorporated San Mateo County

### **Submittal Process:**

1. Submit two complete sets of plans (min scale: 1/8" = 1') stamped & wet signed by a licensed/registered design professional
2. A completed plan check application
3. Review fees (due at time of submittal - varies on submittal type)

### **Commercial (Plan Reviews Required by Fire):**

1. Site/Access Plans (include hydrant location, emergency vehicle access, fire flow (obtained from water department), distance from structure to property line, cover sheet to indicate if the building is to be fire sprinklered)
2. New Construction, tenant improvement & demolition plans
3. Fire Sprinkler, Fire Alarm & Underground Systems (new & modifications)
4. Commercial hood and fire protection systems
5. Generators (exception: natural gas only), LPG tanks & Battery Systems
6. Any project in which, hazardous materials/systems are to be used
7. Any project in which high pile storage (such as plastic over 6' or other commodity over 12') is to be used
8. Gates & Knox Boxes

### **Residential (Plan Reviews Required by Fire):**

1. Site/Access Plans & Subdivisions (include hydrant location, roadway length & width, fire flow (include hydrant location, emergency vehicle access, fire flow (obtained from water department), distance from structure to property line, cover sheet to indicate if the building is to be fire sprinkler)
2. Gates (include dimensions & plans to indicate knox override key switch to be installed)
3. Alteration/Additions - 50% or greater (Menlo Park & Atherton)
4. Alteration/Additions - 40% or greater (East Palo Alto)
5. Sprinkler & Fire Protection Plans
6. Generators (exception: natural gas only) & LPG tanks
7. Owner must sign plans and/or provide a letter stating the agent has permission to act on owners behalf
8. San Mateo County Assessor or third party verification of existing square footage required with owner/builder submittals

\*Please visit [www.menlofire.org](http://www.menlofire.org) for current ordinance, standards & guidelines.