



Menlo Park Fire Protection District
Fire Prevention Office
170 Middlefield Rd - Menlo Park, CA 94025
(650) 688-8425 - (650) 473-9847 fax
Website: 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 Bldgs (Plan Reviews Required by Fire):

1. Site/Access Plans (include hydrant location, emergency vehicle access, fire flow (obtained from water department), distance to structure & property line, cover sheet to indicate if building to be sprinklered)
2. New Construction, Tenant Improvement & Demolition plans
3. 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 is to be used

Residential (Plan Reviews Required by Fire):

1. Site/Access Plans & Subdivisions (include hydrant location, roadway length & width, fire flow (obtained from water department), distance to structure & property line, cover sheet to indicate if home to be sprinklered)
2. Gates (include dimensions & plans to indicate Knox override key switch to be installed)
3. New Construction (1,000 sq ft or greater)
4. Alteration/Additions - 50% or greater (Menlo Park, Atherton, Unincorporated County)
5. Alteration/Additions - 40% or greater (East Palo Alto)
6. Sprinkler & Fire Protection Plans
7. Generators (exception: natural gas only) & LPG tanks

* Additional information (guidelines, ordinances, fee schedule, plan check application, etc.) is available to download from our website @ www.menlofire.org. Under our contact information on the left hand side of the homepage, click on the blue link titled, "Plan Review/Design Docs" and download the pdf file of your choice.