

Menlo Park Fire Protection District  
Fire Prevention Bureau  
170 Middlefield Rd, Menlo Park, CA 94025 PH: (650) 688-8425

**PLAN CHECK APPLICATION**

A. Project Address: \_\_\_\_\_ Suite(s): \_\_\_\_\_ Bldg: \_\_\_\_\_ Floor(s): \_\_\_\_\_

Project City/Town: \_\_\_\_\_ Is this project in Unincorporated San Mateo Co? Please Circle one: **YES NO**

Project Name: \_\_\_\_\_ Please check one: Commercial \_\_\_\_\_ Residential \_\_\_\_\_

**City of Menlo Park Residential Projects Only: Remodel Valuation \$** \_\_\_\_\_

Description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. If the plans you are submitting today are not for a sprinkler/underground or alarm/monitoring system, please mark the appropriate area below:**

Residential Site/Plan Review (Planning or Bldg.) \_\_\_\_\_ Access Gate \_\_\_\_\_ Commercial Site Review (Planning or Bldg.) \_\_\_\_\_

**Commercial Projects Only (please circle one): New Construction or Tenant Improvement**

**Commercial Project (New Const/TI) Square Footage:** \_\_\_\_\_

**Total Building Square Footage:** \_\_\_\_\_

**Other:** Use Permit \_\_\_\_\_ Hood & Duct \_\_\_\_\_ Clean Agent \_\_\_\_\_ Generator \_\_\_\_\_ Emergency Repair Permit \_\_\_\_\_

UST Removal/Installation \_\_\_\_\_ High Pile Storage \_\_\_\_\_ Solar \_\_\_\_\_ Hazardous Materials \_\_\_\_\_ Other \_\_\_\_\_

**C. If you are submitting plans for a sprinkler/underground or alarm/monitoring system, please fill out below:**

**Fire Sprinkler:**

New \_\_\_\_\_ TI \_\_\_\_\_

# of heads (per floor) \_\_\_\_\_ # of risers \_\_\_\_\_

System Cost (City of Menlo Park Residential projects only): \_\_\_\_\_

**Underground Fire Service Installation:**

# of feet \_\_\_\_\_

**Fire Alarm:**

New \_\_\_\_\_ TI \_\_\_\_\_

# of devices (per floor) \_\_\_\_\_

**Fire Monitoring System:**

# of devices \_\_\_\_\_

**D.**

Applicant/Company: \_\_\_\_\_ CA Contractor License # \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Signature: \_\_\_\_\_

**Email:** \_\_\_\_\_

**SUBMITTING AS OWNER/BUILDER (Complete only if you OWN the property AND are the INSTALLING CONTRACTOR)**

Owner/Builder: \_\_\_\_\_ Agent for Owner: \_\_\_\_\_

Owner/Agent Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Note:** (1) Owner must sign plans and/or provide a letter stating the agent has permission to act on owner's behalf

(2) San Mateo County Assessor or third-party verification of existing square footage may be required.

**OFFICE USE ONLY**

Record Number/Permit#: \_\_\_\_\_ Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ PR Time: \_\_\_\_\_ Reviewer Initials: \_\_\_\_\_