

City of Menlo Park Construction Policies

The following are the policies of the City of Menlo Park Building Division for development projects while under construction.

Work Without Permit

- Projects to construct, alter, extend, repair, move, remove, demolish, or occupy any building, structure or equipment regulated by the City of Menlo Park Municipal Code and the 2007 California Building Standards Code which are undertaken without the appropriate permit(s) being issued will be subject to a Stop Work Notice being placed on the project and a penalty fee equal to the amount of the permit will be assessed.
- All areas of work that have been undertaken without the appropriate permit(s) being issued and have been covered will be exposed for inspection after the appropriate permit(s) have been issued.

Work Hours

- Work hours are regulated by noise levels created during construction. The maximum noise levels allowed are established in the City of Menlo Park Municipal Code Chapter 8.06 Noise.
- Any and all excessively annoying, loud or unusual noises or vibrations such as offend the peace and quiet of persons of ordinary sensibilities and which interfere with the comfortable enjoyment of life or property and affect at the same time an entire neighborhood or any considerable number of persons shall be considered a noise disturbance.
- Construction Activities:
 1. Construction activities are limited to the hours of eight (8) a.m. and six (6) p.m. Monday through Friday.
 2. Construction activities by residents and property owners personally undertaking construction activities to maintain or improve their property are allowed on Saturdays, Sundays or holidays between the hours of nine (9) a.m. and five (5) p.m.
 3. A sign, containing the permitted hours of construction activities exceeding the noise limits set forth in Section 8.06.030, shall be posted at all entrances to a construction site upon the commencement of construction, for the purpose of informing contractors and subcontractors and all other persons at the construction site of the basic requirements of this chapter. The sign shall be at least five (5) feet above ground level and shall consist of a white background with black letters.
 4. Notwithstanding any other provision set forth above, all powered equipment shall comply with the limits set forth in Section 8.06.040(b).

- Powered Equipment:
 1. Powered equipment used on a temporary, occasional or infrequent basis operated between the hours of eight (8) a.m. and six (6) p.m. Monday through Friday. No piece of equipment shall generate noise in excess of eighty-five (85) dBA at fifty (50) feet.
 2. Residents/property owners personally using powered equipment to maintain their property and/or residence on Saturdays, Sundays or holidays between the hours of nine (9) a.m. and five (5) p.m. No piece of equipment shall generate noise in excess of eighty-five (85) dBA at fifty (50) feet.

Alternate Methods and Materials

- The building codes require that an alternate material or method be approved by the Building Official prior to installation. An Alternate Method and Materials application must be submitted to the Building Division for review and approval and the approval of the material or method must be granted prior to installation. There will be no review or approval of an alternate material or method if the application is made after the installation.

Revisions to Plans

- All revisions to approved plans issued for construction are to be reviewed and approved by the City of Menlo Park Building Division prior to inspection of the work.

Fencing

- Six foot high chain link construction safety fences shall be erected and maintained during construction.
- Tree protection measures, when required, shall be erected prior to the commencement of construction or demolition and maintained during construction.
- No fencing shall be erected in the public way without first obtaining an Encroachment permit from the City of Menlo Park Engineering Division.

Site work

- Written notice must be given to the owners of adjoining properties ten (10) days prior to the scheduled start date of an excavation.
- All public streets are to be swept and washed at the end of each day during grading, excavation, and foundation work.
- Dust control measures shall be in place while the site is being graded and excavated.
- A demolition permit does not include grading or excavation. For non single family residential projects, a grading and excavation permit will be required.

- All erosion control measures will be installed by October 15th and will remain in place and operational until April 15th or when specified by the City of Menlo Park Engineering Division.
- Washing out of concrete trucks and pumps onto the public way or into the storm drain system is prohibited.
- Concrete trucks and pumps shall not block traffic on public streets.

Mechanical, Electrical, Plumbing, and Framing

- Building materials shall not be unloaded or stored in the public way.
- At least 10 feet of copper water pipe from the structure to toward the street is required for new water mains as part of the grounding electrode system.
- From September 15th through May 15, inspections for framing, rough electrical, rough mechanical, insulation, or sheetrock will not be made with out the roofing, windows, and doors installed, and the building wrapped with a water-tight barrier.
- Special inspection, when required, is in addition to all required City inspection.
- Structural observation by the engineer of record, when required, shall be completed prior to City inspection.

Temporary occupancy and Final inspections

- For residential development projects, temporary occupancy will not be granted without a hard, weed free driveway extending to the required off street parking spaces. If the driveway cannot be completed prior to temporary occupancy, a temporary driveway of material that cannot wash away in a rainstorm extending from the street to the required off street parking spaces and a cash bond in the amount of the cost of the driveway posted with the City of Menlo Park will be required.
- All life safety measures shall be installed prior to temporary occupancy.
- All off street parking shall be installed prior to final inspection.