



## City of Palo Alto

Department of Planning and Community Environment

Building Inspection Division

285 Hamilton Avenue, Palo Alto, CA 94301

Telephone (650) 329-2496; Fax (650) 329-2240

Website: <http://www.cityofpaloalto.org/planning-community/dev-index.html>

# Single Family Building Permit Submittal Requirements

In order to process your request for a building permit, please submit the applicable items listed below and include this checklist with your submittal. Missing information may deem your application incomplete for review. Please contact the Building Inspection staff if you have any questions.

### **THINGS YOU NEED TO KNOW:**

- Is the property is in a flood zone?
- Is the building historic?
- Does the parcel have underlying lot lines?
- Does the project require discretionary review from the Planning Division?

### **FORMS:**

- Building Permit Application
- Outside Plan Check Form
- Impervious Area Worksheet
- Electric Load Sheet
- Water Gas Wastewater Load Sheet
- Tree Disclosure Statement and Sheet T-1
- Construction & Demolition (C&D) Diversion Program

**PLANS:** Use the attached worksheet to determine the number of plan sets required for submittal. Contact Building Inspection staff with any questions at (650) 329-2496.

Plan sets shall include the following items:

**PROJECT DATA TABLE** – The table shall be on the first sheet of the plan set

- Property Address
- Zone District
- Flood Zone
- Historic Category

- Site Area
- Allowed Site Coverage
- Proposed Site Coverage
- Allowed Floor Area
- Existing Floor Area
- Proposed New Floor Area
- Total Floor Area
- Average Front Setback
- Contextual Garage Placement

**DISCRETIONARY REVIEW APPROVAL LETTER**

- If the project received a discretionary review approval from the Planning Division, the entire approval letter must be copied onto the first page of the plan set.

**SITE PLAN** – Plan must be drawn to scale (1/8" = 1' minimum)

- Lot dimensions, showing the whole parcel and property lines
- Easements
- Show utility service (gas, electric, sewer, and water) meter locations
- Public right-of-way from the property line to the street including sidewalks
- Footprint and overhangs of all structures on site
- Dimensions from the building footprint to the property lines
- Required zoning setbacks
- Driveways and walkways within the front yard
- Identify parking spaces and dimensions of each space
- Other significant features that are greater than 12 inches above grade (e.g. decks)
- Show all trees over 4" diameter. Identify diameter and crown spread of all Regulated trees that are located on the property, neighboring trees that overhang the property, and city street trees located within 10 feet of the project site. Show tree protection fencing as a bold dashed line per Sheet T-1 instructions.

**FLOOR PLANS** – Plans must be drawn to scale (1/4" = 1'-0")

- Existing Floor Plan with dimensions
- Demolition Plan with dimensions
- Proposed Floor Plan with dimensions (clearly distinguish between existing walls and new walls)
- Identify uses of rooms

**BLOCKED-OUT FLOOR PLANS** – Plans must be drawn to scale (1/4" = 1'-0")

- Show how the floor area was calculated for each building

**ROOF PLAN** – Must be drawn to scale (1/4" = 1'-0")

**ELEVATIONS - Must be drawn to scale (1/4" – 1'0")**

- Show all elevations of the building
- Show the height of each building as measured from grade
- Show the daylight plane in reference to each building and indicate the point of grade it was measured from

**SECTIONS – Must be drawn to scale (1/4" = 1'-0")**

- Cross sections
- Show any daylight plane protrusions and/or second and third story equivalents

**DETAILS**

- Stairway rise and run, framing, attachment and dimensions of members
- Handrails, guardrails and support details
- Window and door schedule (detail egress and safety glazing)

**STRUCTURAL**

- Structural demolition plan
- Foundation plan
- Structural floor framing plan with floor diaphragm material and nailing schedule
- Shear wall hold down plan, (include complete table) (Wall type, nailing, anchor bolts, sill and edge nailing schedule, transfer connections, hold downs, etc.)
- Shear transfer details
- Ceiling and roof framing plan with diaphragm material and nailing schedule
- 2 copies of structural calculations for vertical and lateral loads
- Soils report for basement, retaining walls, pier grade beam foundation or if located west of I-280

**PLUMBING, ELECTRIC & MECHANICAL**

- Location of plumbing fixtures with all required dimensions
- Show location of electric service, panels, switches, lights and receptacles
- Location of HVAC equipment, combustion air, and size (BTU/HR output)

**ENERGY REQUIREMENTS**

- CF-1R and MF-1R forms completed, signed and printed on plans
- CF-GR and insulation certificate attached to plans
- Performance analysis and back-up forms included

## **SURVEY**

- A property survey, performed by a licensed land surveyor, is required for new homes or if new buildings or additions are constructed within three feet of a property line. A survey is also required if construction is at, or near, zoning setback lines.

## **GRADING & DRAINAGE PLAN**

- A grading and drainage plan is required for all new single family residences. This plan shall be a separate sheet included with the building permit submittal and must be prepared by a qualified licensed engineer, surveyor or architect and be wet-stamped and signed by the same.

## **TREE PROTECTION—ITS PART OF THE PLAN! SHEET T-1**

- A Sheet T-1 tree protection sheet must be added to the approved plan set even if no Regulated trees exist. The tree disclosure statement portion must be completed and signed for the initial city review. Copies of Sheet T-1 are available no charge at the Development Center or on the city's website at [http://www.cityofpaloalto.org/planning-community/plandiv-planning\\_forms.html](http://www.cityofpaloalto.org/planning-community/plandiv-planning_forms.html)
- When a tree preservation report (TPR) is required, the full report must be copied onto Sheet T-1, T-2, etc. as needed. The TPR is required for an application to be considered complete.

## **FEES – TO BE PAID AT TIME OF PERMIT SUBMITTAL**

- Plan Check Fees
- \$2.00 Permit Automation Fee
- Construction and Demolition (C&D) Diversion Program

## **NOTES**

1. Plans may be combined for simple buildings, if clarity is maintained.
2. This is not a complete list of all submittal requirements and additional information may be required after plan review.
3. Other departments and agencies review and approval may be required.



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## **PLAN SET REQUIREMENTS**

Compare your proposed project with the review responsibilities listed below. Follow the instructions in each section and fill in the number of sets as applicable. Add the figures on each line and submit that number of plan sets with your permit application.

  2   Two full sets of plans (including architectural, structural, electrical, mechanical, and plumbing drawings) signed and stamped by a licensed professional (if applicable) are the minimum required for Building Division review.

       One full set of plans is required for the Public Works Department if your project is adding more than 500 square feet to the ground floor, adding a new basement, in a flood zone, involves grading or drainage changes, or proposed work in the public right-of way.

       Two sets of plans are required by the Planning Division if your project was reviewed by the Architectural Review Board (ARB) or if your project involves a change in the building location, height or size, if the property is historic, or if there are any changes to the required parking.

       One set of plans is required for the Fire Department if your project is residential and located west of Interstate 280; for any commercial, industrial or multi-family use, or for a building containing hazardous materials.

       One set of plans is required for the Water Quality Control Division if your project is subject to the Sewer Use Ordinance (for instance, restaurants) or if you have treated Hazardous Materials that discharge into sanitary sewers.

       One set of plans is required for the Utility Marketing Services Division if your project involves over 1,500 square feet of new or rehabilitated landscape area for commercial, industrial, and multi-family uses.

       One set of plans is required for the Water/Gas/Wastewater Division if you are relocating, upgrading or requesting a new service/meter or proposing a new tankless water heater.

       One set of is required for the Electric Utilities Division if you are relocating, upgrading or requesting a new electrical service/meter, proposing a new photovoltaic system, or a new emergency generator.

       **TOTAL NUMBER OF PLAN SETS REQUIRED FOR SUBMITTAL**