



CITY OF PALO ALTO – BUILDING DIVISION
285 Hamilton Avenue, Palo Alto, CA 94301
(650) 329-2496

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.

 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 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.

 One set of plans is required for the **Fire Department** if your project is a new house or addition that results in the gross floor area exceeding 3600 s.f., for any commercial, industrial or multi-family use, for a building containing hazardous materials, or if your project is located west of Interstate 280.

 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 Utilities 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