



PLANNING & DEVELOPMENT SERVICES

# MASTER ADU PERMIT CHECKLIST FOR DETACHED ADUS

**APPLICABLE CODES:** 2022 California Building Standards Code as adopted by PAMC Chapter 15.04 & 16  
This submittal checklist outlines the minimum requirements to help prepare you for a complete permit submission. Each project is unique and additional requirements may be needed. All applications, plans, and supporting documents are to be submitted electronically through our Palo Alto Online Permitting System (OPS). Please see our WEBSITE for instructions on how to submit your application.

**ALL MASTER ADU APPLICATIONS MUST BE FILED UNDER THE ADDRESS OF 250 HAMILTON AVENUE**

## PLAN File ( titled C#\_ "Project Street Address" \_PLAN.pdf")

- Cover Sheet / Title Page
- Architectural Plans
  - Floor Plan
  - Roof & Reflected Ceiling Plan
  - Exterior Elevations
  - Building Cross Sections
  - Window and Door Schedules
  - Architectural Details & Notes
- Structural Plans
  - Foundation Plan
  - Floor Framing Plan
  - Roof / Ceiling Framing Plan
  - Structural Details & Notes
  - Stairway and Guardrail Plans / Details
- CALGreen Forms
  - Detached ADU: [CALGreen Mandatory Plus Tier 2 sheet GB-1](#)
- Electrical / Mechanical / Plumbing Plans
- Title 24 Energy Compliance Forms

## DOCS File ( titled C#\_ "Project Street Address" \_DOCS.pdf")

- Structural Calculations
- Equipment Specifications
- [Green Building Special Inspection Form](#)
- [Structural Special Inspection & Testing Agreement Form](#) (Not required at submittal, but required before site-built permit issuance)