



PLANNING & DEVELOPMENT SERVICES

FREESTANDING MONUMENT SIGN SUBMITTAL CHECKLIST

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.

REQUIRED PLANS / DOCUMENTATION

Completed Applications (APPLY.pdf)

- [Building Permit Application](#)

Electronic PDF of plans and supporting documents signed by the person who prepared them. (PLAN.pdf)

- Cover Sheet / Title Page
- Planning Entitlement Approval Letter and Conditions of Approval or Over-the-Counter Planning application number
 - *Relevant information from sign Planning Entitlement. See the [Planning Checklist](#).*
- Architectural Plans
 - *Site Plan showing location of new freestanding monument signs*
 - *Sign Elevations*
 - *Architectural Details & Notes*
- Structural Plans
 - *Sign Footing / Foundation System*
 - *Section Cut at sign showing sign box framing / finishes and box framing interconnections to the footing / foundation system*

- Electrical Single Line Diagram with power switch / disconnects and information about the electrical panel providing power to the sign (for illuminated sign only)
- [T-1 Tree Protection Sheet](#)
- [Pollution Prevention Plan](#) (SWPPP)
- Title 24 Compliance Form(s) (for illuminated signs only)

Supporting Documents (DOCS.pdf)

- Structural Calculations (for signs over 200 pounds)
- [Special Inspection & Testing Agreement Form*](#), if required
- Arborist Report, if applicable

* = Not required at submittal, but required before issuance