



**PLANNING & DEVELOPMENT SERVICES**

# COMMERCIAL REROOF (CHANGE IN MATERIALS) 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, if applicable
- Architectural Plans
  - *Site Plan with all buildings shown and key-in the building/roof areas to be reroof*
  - *Roof plan showing roof equipment, roof screen, roof access, solar panels, roof slope and flow direction, roofing materials (see below for additional information to be included on plans), gutter, primary and secondary overflow drain, and other pertinent information.\**

*\* Note: If the project involves removing, relocating, replacing, or altering rooftop equipment such as solar installations, air conditioners, or heating equipment, including related systems, you are required to obtain additional electrical or mechanical sub-trade permits; associated fees will apply.*

- *Roofing Material Information (existing and new)*

- a) *Roofing material (including brand name and product number)*
- b) *Number of "squares" of roofing materials*
- c) *Weight of roofing material*
- d) *Roof Fire Classification (A, B, or C)*
- e) *Underlayment materials*
- f) *Sheathing thickness*
- g) *Roof slope, if altered*

- Structural Plans

- *Roof framing plan may be required if new roofing material or reroof results in an overall roofing weight of 7 pounds per square foot.*

- Title 24 Energy Compliance Form(s)

### Supporting Documents (DOCS.pdf)

- Roofing Materials / Specifications
- Structural calculations may be required if the proposed roofing materials is heavier than the replaced roofing materials