



## PLANNING & DEVELOPMENT SERVICES

# NEW SINGLE-FAMILY RESIDENCE, DETACHED ADU, DETACHED GARAGE, OR ACCESSORY STRUCTURE 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

- [Building Permit Application](#)
- [Utilities Application](#)
- [Temporary Power Electric Application](#)

#### Electronic PDF of Plans and Supporting Documents signed by the person who prepared them.

- Cover Sheet / Title Page
- Planning Entitlement Approval Letter and Conditions of Approval or Over-the-Counter file number, if applicable
- Civil Plans
  - *Site Plan*
  - *Grading, Drainage, & Site Improvement Plan*
  - *Topographic / Boundary Survey*
- Deconstruction Plans
- Architectural Plans
  - *Site Plan (Existing and Proposed)*
  - *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*
- *Basement Plan*
- *Structural Details & Notes*
- *Stairway and Guardrail Plans / Details*
- CALGreen Forms
  - *Single Family Residence/Detached ADU:* [CALGreen Mandatory Plus Tier 2 sheet GB-1](#)
  - *Detached Garage/Accessory Building:* [CALGreen Mandatory Only](#)
- Landscape Plans, including [T-1 Tree Protection Sheet](#)
- [Pollution Prevention Plan](#) (SWPPP)
- Electrical / Mechanical / Plumbing Plans
- Title 24 Energy Compliance Forms

#### Supporting Documents (DOCS.pdf)

- Geotechnical Report
- Structural Calculations
- Equipment Specifications
- [Special Inspection & Testing Agreement Form](#)\*
- [Green Building Agreement Form](#)

If this project includes demolition or deconstruction, please also submit a deconstruction / demolition application (See [Deconstruction / Demolition Submittal Checklist](#))

\* = Not required at submittal, but required before issuance

