



PLANNING & DEVELOPMENT SERVICES

SINGLE-FAMILY RESIDENTIAL ALTERATION / ADDITION 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](#)
- [Utilities Application](#)
- [Temporary Power Electric Application](#)

Electronic PDF of Plans and Supporting Documents signed by the person who prepared them. (PLAN.pdf)

Provide separate existing and proposed architectural and structural plans help depict the scope of work and expedite the reviews.

- Cover Sheet / Title Page
- Planning Entitlement Approval Letter and Conditions of Approval, if applicable
- Civil Plans
 - *Site Plan*
 - *Grading, Drainage, & Site Improvement Plan*
 - *Topographic / Boundary Survey*
- Architectural Plans
 - *Site Plan (Existing and Proposed)*
 - *Floor Plan*
 - *Roof & Reflected Ceiling Plan*
 - *Building Cross Sections*
 - *Exterior Elevations*
 - *Window and Door Schedules*
 - *Architectural sections, details, and notes*

- Structural Plans
 - *Foundation Plan*
 - *Floor Framing Plan*
 - *Roof / Ceiling Framing Plan*
 - *Basement Plan, if applicable*
 - *Structural Section, Details, and Notes*
 - *Stairway and Guardrail Plans / Details*
- Electrical/Mechanical/Plumbing Plans
- [T-1 Tree Protection Sheet](#)
- [CALGreen Mandatory sheet GB-1](#) if new conditioned area is part of remodel and [Mandatory Plus Tier 1 sheet GB-1](#) if the addition and/or alteration exceeds 1,000 sf.
- [Pollution Prevention Plan](#) (SWPPP)
- Title 24 Energy Compliance Forms

Supporting Documents (DOCS.pdf)

- *Geotechnical Report (only for foundation designs greater than 1,500 psi)*
- *Structural Calculations*
- *Equipment Specifications*
- [Special Inspection & Testing Agreement Form*](#)
- [Green Building Agreement Form](#)

* = Not required at submittal, but required before issuance

