



PLANNING & DEVELOPMENT SERVICES

RESIDENTIAL BATHROOM / KITCHEN REMODEL 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)

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

- Cover Sheet/Title Page
- Architectural Plans
 - *Floor Plan to show location and layout of kitchen/bathroom (i.e., on 2nd floor, basement)*
 - *Identify Rated Walls / Ceilings or Sound Assemblies for Multi-Family Developments*
 - *Architectural Sections, Details & Notes*

- Structural Plans if applicable
 - *Floor Framing Plan*
 - *Roof / Ceiling Framing Plan*
 - *Structural Details & Notes*
- Electrical plan showing the wall/counter receptables and light fixtures
- Mechanical/Plumbing Plans

Supporting Documents (DOCS.pdf)

- Structural Calculations
- Equipment Specifications
- [Special Inspection & Testing Agreement Form](#) *

* = Not required at submittal, but required before issuance