



PLANNING & DEVELOPMENT SERVICES

RESIDENTIAL WINDOW, EXTERIOR DOOR, AND SKYLIGHT 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 file number, if applicable
- Architectural Plans
 - *Site Plan (Existing and Proposed)*
 - *Roof Plan (for skylight only)*
 - *Floor Plan*
 - *Exterior Elevations*
 - *Window and Door Schedules*
 - *Architectural Details & Notes*

- Structural Plans, if applicable
 - *Wall Framing Plan for Doors and Windows*
 - *Roof Framing Plan for Skylight only*
 - *Structural Sections, Details, & Notes*

- Title 24 Energy Compliance Forms

Supporting Documents (DOCS.pdf)

- Structural Calculations, if required