



PLANNING & DEVELOPMENT SERVICES

COMMERCIAL / MIXED USE BUILDING 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](#)
- [Use and Occupancy Application](#), if applicable
- [Utilities Application](#)
- [Temporary Power Electric Application](#)
- [Excavation and Grading Permit Application](#), if moving more than 100 cubic yards

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
- Civil Plans
 - *Site Plan*
 - *Grading, Drainage, & Site Improvement Plan*
 - *Topographic / Boundary Survey*
 - *Erosion and Sediment Control Plan*
 - *Utility / Joint Trench Plans*
 - *Site Construction Details & Notes*
- Deconstruction Plans
- Architectural Plans
 - *Site Plan (Existing and Proposed)*
 - *Building / Fire Code Analysis*
 - *Onsite Parking (EV, Accessible) Plan / Analysis*

- *Roof & Reflected Ceiling Plans / Details*
- *Floor Plans (Entry / exit, tenancy / unit layout, accessibility, fire-rated construction, etc.)*
- *Building Cross Sections*
- *Mechanical Equipment Screening*
- *Exterior / Interior Elevations and Sections*
- *Window and Door Schedules*
- *Stair and Elevator Plans / Details*
- *Floor-ceiling / Roof and Wall Construction Details / Plans*
- *Interior Finishes Plan*
- *Interior / Exterior Signage Plans / Details*
- *Accessibility Plans / Details*
- *Architectural Sections, Details & Notes*
- *Waterproofing Plan and Details*
- Structural Plans
 - *Structural Specifications*
 - *Foundation Plan*
 - *Floor Framing Plan*
 - *Roof / Ceiling Framing Plan*
 - *Basement Plan, if applicable*
 - *Stairway, Elevator, and Guardrail Plans / Details*
 - *Structural Sections, Details & Notes*

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- Electrical Plans
 - *Floor / Roof Power Plan*
 - *Indoor and Outdoor Lighting Plan*
 - *Egress Illumination*
 - *Photometric Lighting Plan*
 - *Exterior Fixture Details*
 - *Single Line Diagram*
 - *Panel Schedules and Load Calculations*
 - *Details & Notes*
- Mechanical Plans
 - *Equipment Schedule*
 - *Duct Layout for Ventilation System and Exhaust Plan*
 - *Floor-Ceiling and Roof Equipment Plan*
 - *Panel Schedules and Load Calculations*
 - *Details & Notes*
- Plumbing Plans
 - *Sanitary Drainage Isometric*
 - *Water Distribution Isometric*
 - *Plumbing Fixture Calculations*
 - *Roof Drainage Isometric*
 - *Details & Notes*
- Landscape Plans
 - [T-1 Tree Protection Sheet](#)
 - *Landscape Details*
 - *Irrigation Plan*

- [CALGreen Non-Residential Mandatory Plus Tier 2 sheet GB-1, Commissioning Plan GB-3, & Commissioning Plan GB-4](#)
- [Pollution Prevention Plan](#) (SWPPP)
- Title 24 Energy Compliance Form(s)

Supporting Documents (DOCS.pdf)

- Project Specifications
- Geotechnical Report
- Arborist Report, if applicable
- Noise Evaluation Report for Exterior Mechanical Equipment
- [Provision C.3 Data Form](#)
- Structural Calculations
- Equipment Specifications
- [Special Inspection & Testing Agreement Form](#)*
- [Green Building Agreement Form](#)
- Structural Observation Schedule / 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