



PLANNING & DEVELOPMENT SERVICES

COMMERCIAL INDOOR EQUIPMENT 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

Electronic PDF of plans and supporting documents signed by the person who prepared them. (PLAN.pdf)

- Cover Sheet/Title Page
- Architectural Plans
 - *Equipment Schedule*
 - *Floor plan showing the space / room of the new equipment*
 - *Ceiling / Roof Plan if equipment is suspended from the ceiling*
 - *Architectural Sections, Details, & Notes*
- Structural Plans
 - *Structural Floor Framing Plan*
 - *Ceiling / Roof Framing Plan if equipment is suspended from the ceiling*
 - *Structural Sections, Details, & Notes*

- Electrical Plans, if applicable
 - *Electrical Floor / Roof Power Plan*
 - *Electrical Panel Schedule and Load Calculations*
 - *Single Line Diagram*
 - *Electrical Details & Notes*
- Mechanical & Plumbing Plan, if applicable

Supporting Documents (DOCS.pdf)

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

* = Not required at submittal, but required before issuance