



PLANNING & DEVELOPMENT SERVICES

COMMERCIAL ROOFTOP HVAC EQUIPMENT / SCREEN 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
- Architectural Plans
 - *Site Plan*
 - *Roof Plan showing equipment, roof screen, and roof access*
 - *Floor Plan showing location of roof access*
 - *Line of Sight Diagram with equipment screened by roof parapet or roof screen*
 - *Sections, Details, & Notes*
- Structural Plans
 - *Roof Framing Plan*
 - *Section cut at equipment with mechanical connections from equipment to curb and curb to roof framing members for complete load path.*
 - *Show roof screen section and details*
 - *Sections, Details, & Notes*

- Mechanical / Electrical / Plumbing Plans
 - *Mechanical*
 - Mechanical Plan illustrating the new / replaced mechanical equipment's purpose / design for the room / building*
 - *Plumbing*
 - Water Condensing Isometric Plan*
 - *Electrical*
 - Receptacle Outlet Plan*
 - Disconnect means for new equipment*
 - *Other Mechanical / Electrical / Plumbing Sections, Details, & Notes*

Supporting Documents (DOCS.pdf)

- Equipment Specifications
- Structural Calculations, if applicable
- Noise report, if applicable
- Title 24 Energy Compliance Form(s)
- [Special Inspection & Testing Agreement Form*](#)

* = Not required at submittal, but required before issuance