CITY OF
PALO ALTO

PLANNING & DEVELOPMENT SERVICES

DECONSTRUCTION / DEMOLITION 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
- ☐ Utilities Application

Electronic PDF of Plans and Supporting Documents signed by the person who prepared them. (PLANS.pdf)

- ☐ Cover Sheet / Title Page
- ☐ Planning Entitlement Approval Letter and Conditions of Approval or Over-the-Counter Planning application number, if applicable
- ☐ Civil Plans
  - ▪ *Existing Site Plan*
  - ▪ *Proposed Demolition Site Plan*
- ☐ Architectural Plans
  - ▪ *Existing Floor Plan*
  - ▪ *Proposed Demolition Floor Plan*
- ☐ T-1 Tree Protection Sheet
- ☐ Pollution Prevention Plan (SWPPP)

Supporting Documents (DOCS.pdf)

- ☐ J-number (approval number) issued by the Bay Area Air Quality Management District *
- ☐ Deconstruction Contract signed by owner and the deconstruction company*
- ☐ Deconstruction Salvage Survey (by a City approved reuse organization)*
- ☐ PCBs Screening Assessment Applicant Package, including completed certification and sampling results, if applicable (for commercial and multi-family projects)
- ☐ Arborist Report, if applicable

* = Not required at submittal, but required before issuance