



**PLANNING & DEVELOPMENT SERVICES**

# RESIDENTIAL ELECTRIC SERVICE REPLACEMENT (MAX 225 AMP MAIN PANEL OR SUBPANEL)

**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](#) (only required for service upgrades)

**Plans are only required if the main or subpanel will be moved more than 10 feet.** Providing separate existing and proposed plans help depict the scope of work and expedite the reviews. (PLAN.pdf)

- Plans shall include:
  - *Clear and concise scope of work*
  - *Site Plan showing the main house, ADU, accessory buildings (i.e., detached garage, shed), and structures*
  - *Location of the existing and proposed electrical service panels*
  - *Floor Plan if the electric panel and subpanel are located indoors*
  - *Specify if the service to the house is overhead or underground*
- [T-1 Tree Protection Sheet](#), if the project requires trenching near protected tree

### Supporting Documents (DOCS.pdf)

- Manufacturer installation instructions/specifications (only required for a panel relocation)