



PLANNING & DEVELOPMENT SERVICES

TENANT IMPROVEMENT (TI) 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](#)

Electronic PDF of plans and supporting documents (signed by the person who prepared them). Submit complete plans to depict existing and proposed condition / design. (PLAN.pdf)

- Cover Sheet / Title Page
- Planning Entitlement Approval Letter and Conditions of Approval, if applicable
 - Exterior changes require a Planning Entitlement
- Demolition Plan
- Architectural Plans
 - Site Plan
 - 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.)
 - Interior Elevations and Sections
 - Exterior Elevations (when exterior work is proposed)
 - Window and Door Schedules
 - Stair and Elevator Plans / Details

- Interior Finishes Plan
- Accessibility Plans / Details
- Architectural Sections, Details & Notes
- Structural Plans (if affected as part of TI)
 - Structural Specifications
 - Floor-ceiling / Roof and Wall Construction Details / Plans
 - Stairway, Elevator, and Guardrail Plans / Details
 - Structural Sections, Details & Notes
- Electrical Plans (if affected as part of TI)
 - 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

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- Mechanical plans (if affected as part of TI)
 - *Equipment Schedule*
 - *Duct Layout for Ventilation System and Exhaust Plan*
 - *Indoor Air Quality Plan*
 - *Floor-Ceiling and Roof Equipment Plan*
 - *Panel Schedules and Load Calculations*
 - *Details & Notes*
- Plumbing plans (if affected as part of TI)
 - *Plumbing and Material Specifications*
 - *Sanitary Drainage Isometric*
 - *Water Distribution Isometric*
 - *Plumbing Fixture Calculations*
 - *Details & Notes*
- [CALGreen non-residential mandatory only](#), mandatory plus [Tier 1](#) sheet
- [Pollution Prevention Plan](#) (SWPPP)
- Title 24 Energy Compliance Form(s)

Supporting Documents (DOCS.pdf)

- Project Specifications
- Structural Calculations
- Equipment Specifications
- [Special Inspection & Testing Agreement Form](#)*
- [Green Building Agreement Form](#)
- [Santa Clara County Health Approval](#) (Only required for modification to food service facility)

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