



PLANNING & DEVELOPMENT SERVICES

NEW SINGLE-FAMILY RESIDENCE, DETACHED ADU, DETACHED GARAGE, OR ACCESSORY STRUCTURE 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)

- [Utilities Application](#)
- [Temporary Power Electric Application](#)

Plans set signed by responsible party (PLAN.pdf)

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| <ul style="list-style-type: none"> <input type="checkbox"/> Cover Sheet / Title Page <input type="checkbox"/> Planning Entitlement Approval Letter and Conditions of Approval or Over-the-Counter file number, <u>if applicable</u> <input type="checkbox"/> Civil Plans <ul style="list-style-type: none"> ▪ <i>Site Plan</i> ▪ <i>Grading, Drainage, & Site Improvement Plan</i> ▪ <i>Topographic / Boundary Survey</i> <input type="checkbox"/> Architectural Plans <ul style="list-style-type: none"> ▪ <i>Site Plan (Existing and Proposed)</i> ▪ <i>Floor Plan</i> ▪ <i>Roof & Reflected Ceiling Plan</i> ▪ <i>Exterior Elevations</i> ▪ <i>Building Cross Sections</i> ▪ <i>Window and Door Schedules</i> ▪ <i>Architectural Details & Notes</i> | <ul style="list-style-type: none"> <input type="checkbox"/> Deconstruction Plans <input type="checkbox"/> Structural Plans <ul style="list-style-type: none"> ▪ <i>Foundation Plan</i> ▪ <i>Floor Framing Plan</i> ▪ <i>Roof / Ceiling Framing Plan</i> ▪ <i>Basement Plan</i> ▪ <i>Structural Details & Notes</i> ▪ <i>Stairway and Guardrail Plans / Details</i> <input type="checkbox"/> CALGreen Forms <ul style="list-style-type: none"> ▪ <i>Single Family Residence/Detached ADU: CALGreen Mandatory Plus Tier 2 sheet GB-1</i> ▪ <i>Detached Garage/Accessory Building: CALGreen Mandatory Only</i> <input type="checkbox"/> Landscape Plans, including T-1 Tree Protection Sheet <input type="checkbox"/> Pollution Prevention Plan (SWPPP) <input type="checkbox"/> Electrical / Mechanical / Plumbing Plans <input type="checkbox"/> Title 24 Energy Compliance Forms |
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Supporting Documents (DOCS.pdf)

- Geotechnical Report
- Structural Calculations
- Equipment Specifications
- [Special Inspection & Testing Agreement Form](#) (*Not required at submittal, but required before issuance*)
- [Green Building Agreement Form](#)

If this project includes demolition or deconstruction, please also submit a [deconstruction / demolition](#) application.