HOW TO READ CHANGES, MUNICIPAL CODE REQUIREMENTS, AND BEST PRACTICES IN THE CITY OF PALO ALTO WITHIN THE INSPECTION GUIDELINES BOOKS

The book has been structured to show changes to the California Code, Palo Alto Municipal Code, and Best Practices.

- Changes to the California Codes (e.g., changes from the 2013 to the 2016 code cycle) will be shown on the right hand side with a solid line. In addition, the code section referring to the requirement will be shown in parenthesis directing you to the specific section within the California code.
- Changes or requirements by the City of Palo Alto will be shown on the right hand side with two solid lines. In addition, the code section referring to the requirements will be shown in parenthesis directing you to the specific section within the Palo Alto Municipal Code and/or a “CPA Policy” (e.g., requirements by other department such as CPA Electrical Engineer, WGW, Planning, Public Works, Fire Department, etc.).
- Best practices will be shown on the right hand side with dashed lines.

Below are three examples of what you can find in the book.

**CALIFORNIA CODE CHANGE – ONE SOLID LINE**
All new services are required to have an intersystem bonding termination installed at the new location. (CEC 250.94)

**PALO ALTO MUNICIPAL CODE – TWO SOLID LINES**
Meter removal and service disconnect/reconnect are to be performed by City of Palo Alto Utilities (CPAU) personnel only. Contractors who tamper with CPAU equipment will be issued a citation. Citations will be assessed at $500.00 per incident. (PAMC 12.20.01.0)

**BEST PRACTICES – DASHED LINES**
Roof penetrations should be completed by a licensed roofer. Often, these installations do not meet roofing standards and will leak causing damage to the structure.