Job Address: ________________________________   Permit Number: ________________________________

Instructions: Complete the checklist below when applying for a residential/ADU building permit. If you answer “Yes” to any of the following questions, then your project will be routed to the Palo Alto Fire Department for review. Plumbing, electrical, or mechanical sub-permits, window replacement permits, and re-roof permits are exempt from completing this form. The City of Palo Alto has amended the 2019 California Fire Code through the Municipal Code Title 15 Chapter 15.04 for fire sprinkler requirements.

Yes        No

Are you proposing any new structures over 350 square feet (OTHER than an ADU)?

Are you proposing any detached accessory structures with plumbing fixtures (OTHER than an ADU)?

Are you doing an addition that will result in the total floor area (including
basements and attached garages) exceeding 3600 square feet?

Are you removing and/or replacing at least 50% of the existing roof structure
and/or exterior wall structure?

Are you doing an addition equal or greater than 50% of the existing
building floor area (including basements and attached garages)?

Are you adding a new basement or expanding an existing basement by
50% or more?

Are you finishing off, making habitable, or conditioning for use an existing basement?

Is your project located West of Highway 280?

Are you voluntarily installing a fire sprinkler system even if not required?

Accessory Dwelling Unit (ADU):

Yes        No

Is the ADU located West of Highway 280?

Does the main house on the lot have a fire sprinkler system installed?

Is any portion of the ADU located farther than 150 feet from the street?

I, the undersigned building permit applicant, certify that the above information is true and correct.

Signature of Representative   Print Name   Date