



Fire Department Checklist for Residential Plan Review

Palo Alto Fire Prevention Bureau

285 Hamilton Avenue, 1st Floor

Palo Alto, CA 94301

fire@cityofpaloalto.org – Info & Inspection: 650-329-2184, option 1

Job Address: _____ Permit Number: _____

Instructions: Complete the checklist below when applying for a new 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)?	<input type="checkbox"/>	<input type="checkbox"/>
Are you proposing any detached accessory structures with plumbing fixtures?	<input type="checkbox"/>	<input type="checkbox"/>
Are you doing an addition that will result in the total floor area (including basements and attached garages) exceeding 3600 square feet?	<input type="checkbox"/>	<input type="checkbox"/>
Are you removing and/or replacing at least 50% of the existing roof structure and/or exterior wall structure?	<input type="checkbox"/>	<input type="checkbox"/>
Are you doing an addition equal or greater than 50% of the existing building floor area (including basements and attached garages)?	<input type="checkbox"/>	<input type="checkbox"/>
Are you adding a new basement or expanding an existing basement by 50% or more?	<input type="checkbox"/>	<input type="checkbox"/>
Are you finishing off, making habitable, or conditioning for use an existing basement?	<input type="checkbox"/>	<input type="checkbox"/>
Is your project located West of Highway 280?	<input type="checkbox"/>	<input type="checkbox"/>
Accessory Dwelling Unit (ADU):	Yes	No
Is the ADU located West of Highway 280?	<input type="checkbox"/>	<input type="checkbox"/>
Does the main house on the lot have a fire sprinkler system installed?	<input type="checkbox"/>	<input type="checkbox"/>
Is the ADU located farther than 150 feet from the street <i>and</i> the 3 rd or more structure on the property?	<input type="checkbox"/>	<input type="checkbox"/>

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

Signature of Representative

Print Name

Date