



DEVELOPMENT SERVICES – BUILDING DIVISION

**SUBMITTAL GUIDELINES:****RESIDENTIAL ADDITIONS AND REMODELS SUBMITTAL CHECKLIST**

EFFECTIVE: June 13, 2018

**APPLICABLE CODES:** 2016 CBC, CRC, CPC, CMC, CEC, CALGreen, CEnC, and PAMC

*The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.*

This handout describes the minimum submittal requirements for an addition to a single-family residential structure. In certain situations, additional material may be required. All work must meet the minimum requirements of the City of Palo Alto's Municipal Code, PAMC.

Plans shall be drawn to a scale of ¼ inch per foot or larger and shall be printed or drawn on white paper. All copies shall be "wet signed" or electronic signature by the appropriate architect, designer and/ or engineer.

Applicants are encouraged to have plans drawn by a professional architect or designer familiar with Palo Alto's building permit process. This will facilitate a timely review of the project plans. It is to the applicant's advantage to submit legible and clear plans. Plan that cannot be read or understood will not be accepted. The may result in a delay of plan review process and may cause additional costs to the applicant.

In order to process and expedite your request for a Building Permit, please submit the applicable items listed below.

- Complete sets of drawings (min. 24" x 18") to include the following applicable sheets:
  - Architectural Drawings including:
    - Site plan
    - [Pollution Prevention – It's Part of the Plan](#) sheet shall be included in submittal package.
    - Floor plan
    - Ceiling plan
    - Roof plan
    - Exterior elevations
    - Cross sections
    - Details & notes
  - Structural Drawings including:
    - Foundation plan
    - Floor and ceiling framing plans
    - Roof framing plan
    - Pre-fabricated roof truss shop drawings (may be deferred)
    - Wind and seismic lateral bracing
    - Details and notes
    - Special Inspection Agreement form (if applicable)

- Mechanical plan with required Title 24 Energy Compliance forms reproduced on full size sheets
  - Electrical plan with required Title 24 Energy Compliance forms reproduced on full size sheets
  - Plumbing plan
  - GB-1 sheet: CALGreen Mandatory or CALGreen Mandatory plus Tier 1
  - Green Building Special Inspection Agreement form
  - Demolition plan
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- 2 copies of Structural Calculations
  - 3 copies of Soils Report (if applicable)
  - 2 copies of T-24 Energy Calculations, 8 ½" x 11"
  - Planning Entitlement Approval letter reproduced on full size plan sheets (if applicable)
  - Home Owners Association approval letter (if applicable)
1. All drawings and calculations must be signed by person who prepared them as required by the California Business & Professions Code.
  2. If one or more required items are not submitted, the application will be considered incomplete and may not be accepted.
  3. If adding 500 sq. ft. or more, prior to permit issuance, a Certificate of Compliance must be presented from the Palo Alto Unified School District. See "School Impact Fee" handout or call 650-329-3700 for additional information.
  4. **Revisions:** Once the permit has been issued, any changes in the design must be approved by the City. Submittal documents shall be reviewed by the Architect or Engineer of record with a notation indicating that the changes have been reviewed and are in general conformance with the design of the building prior to being submitted to the City for approval. Additional fees will be due for each revision at time of submittal. Projects with more than one revision may require the submittal of a "record set" (as-built) drawings prior to final inspection.