



DEVELOPMENT SERVICES – BUILDING DIVISION

SUBMITTAL GUIDELINES:

NEW SINGLE-FAMILY RESIDENCE SUBMITTAL CHECKLIST

EFFECTIVE: May 21, 2018

SCOPE: RESIDENTIAL

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

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](https://www.cityofpaloalto.org/civicax/filebank/documents/2732) sheet shall be included in submittal package. This document is available online at <https://www.cityofpaloalto.org/civicax/filebank/documents/2732>
 - 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
 - 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 plus Tier 2
 - Demolition plan
 - On-site Grading plan
 - Site Improvement/ Landscape plans
- 2 copies of Structural Calculations
- 2 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

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 will 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. Plan Check and Fire Department fees must be paid at time of submittal.
5. Fire alarm and fire sprinkler drawings shall be submitted by the contractor directly to the Fire Department and are not to be included with the building permit submittals.
6. New addresses, if required, must be assigned by the City.
7. **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.
8. A Permit may be issued only to a State of California Licensed Contractor with the proper license classification or the Homeowner.
9. If the work is performed by the Homeowner personally or by his/her workers, and an inspection indicates the work cannot be completed satisfactorily, then a licensed contractor must perform the work.
10. If the Homeowner hires workers, State Law requires the Homeowner to obtain Worker's Compensation Insurance. Proof of this insurance is required prior to inspection.