



CITY OF PALO ALTO – BUILDING DIVISION
285 Hamilton Avenue, Palo Alto, CA 94301
(650) 329-2496

PLAN SET REQUIREMENTS

Compare your proposed project with the review responsibilities listed below. Follow the instructions in each section and fill in the number of sets as applicable. Add the figures on each line and submit that number of plan sets with your permit application.

 2 Two full sets of plans (including architectural, structural, electrical, mechanical, and plumbing drawings) signed and stamped by a licensed professional (if applicable) are the minimum required for **Building Division** review.

 One set of plans is required by the **Planning Division** if your project was reviewed by the Architectural Review Board (ARB) or any other Planning application, if your project involves a change in the building location, height or size, if the property is historic, for a new accessory dwelling unit, or if there are any changes to the required parking.

 One full set of plans is required for the **Public Works Department** if your project is adding more than 1000 square feet to the ground floor, adding a new basement, in a flood zone, involves grading or drainage changes, or proposed work in the public right-of way.

 One set of plans is required for the **Fire Department** if your project is a new house or rebuild, includes new basement area, new detached structures, any addition that will result in the floor area exceeding 3600 square feet or if you double the size of the existing house, if your project is located west of Interstate 280, or for any commercial, industrial or multi-family use (see Fire submittal checklist).

 One set of plans is required for the **Water Quality Control Division** if your project is subject to the Sewer Use Ordinance (for instance, restaurants) or if you have treated Hazardous Materials that discharge into sanitary sewers (for example labs & dental offices).

 One set of plans is required for the **Water/Gas/Wastewater Utilities Division** if you are relocating, upgrading or requesting a new service/meter, installing fire sprinklers, or proposing a new tankless water heater.

 One set of plans is required for the **Electric Utilities Division** if you are relocating, upgrading or requesting a new electric service/meter, proposing a new photovoltaic system or electric car charger, or a new emergency generator.

 One set of plans is required for **Landscape Review** for residential or commercial projects with a proposed landscape area of 500 sf or more, or rehabilitated landscape area of 2500 sf or more, as shown on a Landscape plan (see Landscape checklist).

 One set of plans is required for the **Urban Forestry Division** if you received conditions of approval from Urban Forestry for a Planning entitlement, or if you are planting, relocating or working within 10 feet of a protected, designated, or street tree.

 TOTAL NUMBER OF PLAN SETS REQUIRED FOR SUBMITTAL