



SINGLE FAMILY RESIDENTIAL BUILDING PERMIT CHECKLIST

Requirements for Planning Review

The following must be submitted for Planning Review:

1. SCHEMATIC PLAN SET (see A-H below for further details)

- a. 1 set of full size plans (24 inch by 36 inch)
- b. Scale and north arrow shown on all sheets. All sheets shall be oriented in the same direction.
- c. Site Plan drawn to fill the page at 1/4 inch or 1/8 inch scale

REQUIRED INFORMATION FOR SCHEMATIC PLAN SET*:

*These requirements may be modified by City staff to omit items or to include additional items (e.g. Sections, cost-valuations for work on non-conforming structures, soils report, etc.) based on the scope of the project. Applicants are encouraged to provide additional information where helpful.

- A. **PROJECT DATA and VICINITY MAP** – Data table and vicinity map shall be printed on the plan cover sheet.
 - Project Address, Assessor’s Parcel Number (APN), Zoning District
 - Net Lot Area (excluding any area located within a street easement, watercourse easement, or within top of creek bank) If net lot area is different from City’s parcel report, a certified surveyor’s report shall be included in plan set
 - Existing, Allowable, and Proposed FAR and Lot Coverage (45% of first 5,000 s.f. + 30% > 5,000 s.f.)
 - Note if project is subject to the contextual front yard setback standard. Label contextual setbacks on site plan.
 - Note if proposed garage location is subject to the contextual garage placement standard.
 - Small schematic map showing the location of the project site within the City of Palo Alto
- B. **SITE PLAN**
 - Dimensioned property lines (consistent with survey’s report, when applicable)
 - Footprint and overhangs of all existing and proposed buildings, accessory structures and fences/walls on the site (note fence height and material)
 - Surface parking area, driveways, paths, and sidewalks (note paving materials and dimension driveway width)
 - Improvements in the public right-of-way including streets, curbs, sidewalks, and trees. No new paving should be located within 10 feet of a City street tree.
 - Creeks or waterway easements on or adjacent to the property
 - Easements and right-of-ways (label distance between street curb and property line)
 - Dimension all required and proposed setbacks including any special setbacks and contextual front setbacks (if contextual setback is greater than standard setbacks)
 - Location of outdoor mechanical equipment (pool filters, air conditioners, etc.). If proposed, please include a spec sheet for the proposed equipment to verify compliance with the city’s noise ordinance, [PAMC 9.10](#)
 - Topographic elevation of the first floor level and spot elevations of existing and finished grade around property to determine daylight plane compliance and adjacent to building footprint for height measurement.
- C. **TOPOGRAPHIC SURVEY AND GRADING & DRAINAGE PLAN**
 - Topographic survey prepared by a qualified surveyor illustrating the legal boundaries, dimensions of all property lines, easements, right-of-way, trails, public utilities and utility poles, location of all existing improvements/structures, setback of existing improvements/ structures, tree trunks, tree species (if possible) and accurate depiction of tree canopies/drip line along with spot elevations across the site, including designated spot elevations from where the building height and daylight planes will be measured.
 - For minor additions on lots having a slope less than 10 percent, you may consult a Planner to determine if survey work can be limited to a boundary survey. This will depend on how close the structure is to the daylight plane.

D. TREE PROTECTION PLAN SHEET

- Completed [T-1 sheet](#) filled out and **signed** by the property owner or applicant.
- Tree Protection Report (TPR) prepared by an ISA certified Arborist will be required for any development within the tree protection zone (TPZ) of a protected and/or designated tree, and may be required for others, including street trees as deemed necessary by the City Arborist. See [Overview of Regulated Trees](#). When required, include completed Tree Protection Report as Sheet T-2 and T-3.
- Site Plan must show each Regulated Tree enclosed by the accurate [drawing of tree fencing](#) (bold-dashed line on site plan, utility plan, etc.), label fence radius, type of fencing (Type I, II, III) and list of arborist activity and inspection schedule.

E. FLOOR PLANS

- Sufficient floor plans to indicate how the interior of the building affects the exterior design, particularly window and door placement, space usage, stairs, etc.
- Dimensioned floor plans for all buildings, existing and proposed
- Blocked-out floor area diagrams showing total floor area and calculations to determine FAR and Lot Coverage compliance (overlay this information on a separate floor plan)

F. BUILDING ELEVATIONS

- Existing conditions to remain and proposed changes
- Indicate existing and finished grade (if applicable) as well as the finished floor and any base flood elevation height adjustments
- Elevations of all sides of all buildings, including accessory structures and street facing fences/walls where work is proposed
- Allowable height limits and proposed heights for new structures measured from grade
- Indicate height between finished floor and proposed height of new structure
- Daylight plane drawings showing compliance for both the main unit and any accessory buildings
- Note on plans indicating the daylight plane grade reference point. The note shall state: "Grade for the purpose of establishing daylight plane shall be an average of the grade at the midpoint of the building and grade at the closet point on the adjacent lot."
- All existing and proposed windows, doors, eaves, chimneys, trim, porch columns, and other features on the building exterior

G. ROOF PLANS

- Show roof pitches and dimension overhang depths
- Provide a detail for all eaves that are proposed beyond a required setback or daylight plane.

H. SECTIONS (Two building sections minimum)

- Indicate roof pitch, floor to floor heights, topographic height of first floor, floor to grade heights, plate heights at upper levels, attic, stairs, cathedral ceilings, outlines of building eaves and rakes (separate details may need to be provided for eaves/rakes), etc.
- Show daylight plane protrusions and/or 2nd and 3rd story equivalency area.
- Provide enlarged building wall section, 1/2 inch scale or larger, showing structural dimensions of floor and roof framing, roofing materials

Note: The plans submitted to the Planning Department will be reviewed for compliance with the zoning ordinance. The applicant is advised to review the proposed plans and plan requirements with the Building (650-329-2496) and Public Works (650-329-2557) Departments prior to submitting as requirements vary between departments.