CITY OF PALO ALTO

PLANNING & DEVELOPMENT SERVICES

NEW MULTI-FAMILY BUILDING SUBMITTAL CHECKLIST

APPLICABLE CODES: 2022 California Building Standards Code as adopted by PAMC Chapter 15.04 & 16

This submittal checklist outlines the minimum requirements for a complete permit submission. Each project is unique and additional requirements may be needed. All applications, plans, and supporting documents should be submitted electronically through Accela Citizen Access (ACA). Please see our WEBSITE for instructions on how to submit your application.

Please submit ONLY THREE TOTAL FILES in PDF FORMAT. Files are titled C#_"PROJECT ADDRESS"_DOCS, C#_"PROJECT ADDRESS"_APPLY, C#_"PROJECT ADDRESS"_PLAN, etc. C# refers to the cycle number of review. Initial submittals are C1, for Cycle 1.

APPLY File (titled C#_"Project Street Address"_APPLY.pdf")	
• Utilites Application • Temporary Power Electric Application	• Excavation and Grading Permit Application, if moving more than 100 cubic yards

PLAN File (titled C#_"Project Street Address"_PLAN.pdf")	

• Cover Sheet/Title Page
 • Planning Entitlement Approval Letter and Conditions of Approval
 • Civil Plans
   ◦ Civil Site Plan
   ◦ Grading & Drainage Plans
   ◦ Rough Grading Plan
   ◦ Site Improvement Plan
   ◦ Topographic / Boundary Survey
   ◦ Erosion and Sediment Control Plan
   ◦ Stormwater Management Plan, if applicable
   ◦ Utility/Joint Trench Plans
   ◦ Site Construction Details & Notes
 • Deconstruction Plan
 • Architectural Plans
   ◦ Site Plan
   ◦ Building / Fire Code Analysis
   ◦ Onsite Parking (EV, Accessible) Plan / Analysis
   ◦ Roof & Reflected Ceiling Plans / Details
   ◦ Floor Plans (Exiting, tenancy / unit layout, accessibility, fire-rated construction, etc.)
   ◦ Building Cross Sections
   ◦ Exterior / Interior Elevations and Sections
   ◦ Line of Sight Diagram for Roof-top Equipment
   ◦ Window and Door Schedules
	◦ Stair and Elevator Plans / Details
	   ◦ Floor-ceiling / Roof and Wall Construction Details / Plans
	   ◦ Interior Finishes Plan
	   ◦ Interior / Exterior Signage Plans / Details
	   ◦ Accessibility Plans / Details
	   ◦ Architectural Sections, Details & Notes
	   ◦ Waterproofing Plan and Details
	 • Structural Plans
	   ◦ Structural Specifications
	   ◦ Foundation Plan
	   ◦ Floor Framing Plan
	   ◦ Roof / Ceiling Framing Plan
	   ◦ Basement Plan, if applicable
	   ◦ Stairway, Elevator, and Guardrail Plans / Details
	   ◦ Structural Sections, Details & Notes
	 • Electrical Plans
	   ◦ Floor / Roof Power Plan
	   ◦ Indoor and Outdoor Lighting Plan
	   ◦ Egress Illumination
	   ◦ Photometric Lighting Plan
	   ◦ Exterior Fixture Details
	   ◦ Single Line Diagram
	   ◦ Panel Schedules and Load Calculations
	   ◦ Details & Notes

PLAN File cont.

- Mechanical Plans
  - Equipment Schedule
  - Duct Layout for Ventilation System and Exhaust Plan
  - Floor-Ceiling and Roof Equipment Plan
- Details & Notes Plumbing Plans
  - Sanitary Drainage Isometric
  - Water Distribution Isometric
  - Plumbing Fixture Calculations
  - Roof Drainage Isometric
  - Details & Notes

- Landscape Plan
  - Landscape Details
  - Irrigation Plan
- T-1 Tree Protection Sheet
- CALGreen Mandatory Plus Tier 2 sheet GB-1
- Pollution Prevention Plan (SWPPP)
- Title 24 Energy Compliance Form(s) (CR1R, NCCR)

DOCS File (titled C#_"Project Street Address"_DOCS.pdf")

- Project Specifications
- Geotechnical Report
- Noise Evaluation Report for Exterior Mechanical Equipment
- Structural Calculations
- Equipment Specifications
- Special Inspection & Testing Agreement Form*

- Green Building Agreement Form
- Structural Observation Schedule / Agreement Form
- Applicants may be required to complete PW flood checklist and provide the necessary information if their property is in a flood zone (AE, AH, A0 or A)

INSPECTION INFO

Printed large format job copy of the approved plans, printed permit card, and installation instructions shall be available on site at time of inspection.

Required Inspections

- Dependent on scope of work - please schedule for 111 pre-construction or call the inspection line at (650)-329-2496, option 2.

Inspection Guidelines

- Dependent on scope of work - please find relevant guides in the Residential Guidelines