



PLANNING & DEVELOPMENT SERVICES

RESIDENTIAL MECHANICAL SYSTEM INSTALLATION OR REPLACEMENT

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

This submittal checklist outlines the minimum requirements to help prepare you for a complete permit submission. Each project is unique and additional requirements may be needed. All applications, plans, and supporting documents are to be submitted electronically through our Palo Alto Online Permitting System (OPS).

Please see our [WEBSITE](#) for instructions on how to submit your application.

REQUIRED PLANS / DOCUMENTATION

Completed Applications (APPLY.pdf)

- ☐ [Utilities Application](#), only if there will be an increase in BTU demand or if a panel needs to be upgraded due to the replacement/new install

(PLAN.pdf) [Example plan](#). [Blank Template Plan](#).

- ☐ Plans shall include:
 - *Clear and concise scope of work*
 - *If the installation is outside of the structure, provide a Site Plan showing the relevant structure and distance of new equipment from the property line.*
 - *Floor Plan for interior equipment: proposed location of equipment. If the equipment is in the attic or crawlspace, show location and access entrance to service the equipment*
 - *Gas demand (BTUs) for gas equipment*
 - *Vehicular protection if subject to potential vehicular damage*
 - *dB rating for exterior equipment*
 - *Isometric gas riser diagram for the entire system may be required if there will be an increase in gas demand*
- ☐ [T-1 Tree Protection Sheet](#), if the project requires trenching near protected tree

Supporting Documents (DOCS.pdf)

- ☐ [Title 24 Energy Compliance Prescriptive Approach Forms](#)
- ☐ Manufacturer Installation Instructions / Specifications
- ☐ [Residential Load Calculation](#), if adding electric load