



PLANNING & DEVELOPMENT SERVICES

TENANT IMPROVEMENT (TI) CHECKLIST

APPLICABLE CODES: 2025 California Building Standards Code as adopted by PAMC Chapter 15.04 & Chapter 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 must be submitted electronically through Accela Citizen Access (ACA). Please see the following webpage for instructions on how to submit your application - www.paloalto.gov/BuildingPermit

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”)

- [Use and Occupancy Application](#), if applicable
- [Utilities Application](#)

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

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| <ul style="list-style-type: none"> • Cover Sheet / Title Page • Planning Entitlement Approval Letter and Conditions of Approval, if applicable <ul style="list-style-type: none"> ◦ Exterior changes require a Planning Entitlement • Demolition Plan • Architectural Plans <ul style="list-style-type: none"> ◦ Site Plan ◦ Building / Fire Code Analysis ◦ Onsite Parking (EV, Accessible) Plan / Analysis ◦ Roof & Reflected Ceiling Plans / Details ◦ Floor Plans (Entry / exit, tenancy / unit layout, accessibility, fire-rated construction, etc.) ◦ Interior Elevations and Sections ◦ Exterior Elevations (when exterior work is proposed) ◦ Window and Door Schedules ◦ Stair and Elevator Plans / Details ◦ Interior Finishes Plan ◦ Accessibility Plans / Details ◦ Architectural Sections, Details & Notes • Structural Plans (if affected as part of TI) <ul style="list-style-type: none"> ◦ Structural Specifications ◦ Floor-ceiling / Roof and Wall Construction Details / Plans ◦ Stairway, Elevator, and Guardrail Plans / Details ◦ Structural Sections, Details & Notes | <ul style="list-style-type: none"> • Electrical Plans (if affected as part of TI) <ul style="list-style-type: none"> ◦ 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 • Mechanical plans (if affected as part of TI) <ul style="list-style-type: none"> ◦ Equipment Schedule ◦ Duct Layout for Ventilation System and Exhaust Plan ◦ Indoor Air Quality Plan ◦ Floor-Ceiling and Roof Equipment Plan ◦ Panel Schedules and Load Calculations ◦ Details & Notes • Plumbing plans (if affected as part of TI) <ul style="list-style-type: none"> ◦ Plumbing and Material Specifications ◦ Sanitary Drainage Isometric ◦ Water Distribution Isometric ◦ Plumbing Fixture Calculations ◦ Details & Notes • CALGreen non-residential mandatory only, mandatory plus Tier 1 sheet • Pollution Prevention Plan (SWPPP) • Title 24 Energy Compliance Form(s) |
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DOCS File (titled C#_ "Project Street Address" _DOCS.pdf")

- Project Specifications
- Structural Calculations
- Equipment Specifications
- [Special Inspection & Testing Agreement Form](#)
[\(not required at time of submission but before issuance\)](#)
- [Green Building Agreement Form](#)
- Santa Clara County Health Approval (Only required for modification to food service facility)

INSPECTION INFO

Printed large format job copy of approved plans, printed permit card, and installation instructions shall be available on site at time of inspection. To schedule **final inspection**, call (650)-329-2496 and press option 2.

Required Inspections

- 111 - Preconstruction Meeting
- All other inspections depending on scope of work. Please discuss at the preconstruction meeting.

Inspection Guidelines

- [Tenant Improvement Guidelines](#)