CITY OF PALO ALTO

**PLANNING & DEVELOPMENT SERVICES**

# RESIDENTIAL MECHANICAL SYSTEM INSTALLATION OR REPLACEMENT

**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 TWO TOTAL FILES in PDF FORMAT.** Files are titled C#_"PROJECT ADDRESS"_DOCS, C#_"PROJECT ADDRESS"_PLAN, etc. C# refers to the cycle number of review. Initial submittals are C1 (Cycle 1). (example: C1_1335 WAVERLEY ST_DOCS and C1_1335 WAVERLEY ST_PLAN)

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

- Site Plan
  - Screen capture an image of the property from the Property Information Website (GIS Application)
  - Scope of work
  - Distance of new equipment from property lines
  - Location and amperage of main panel
  - dBA rating for exterior equipment
  - Vehicular protection if subject to potential vehicular damage (provide detail drawing)
- 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
- Isometric gas riser diagram for the entire system may be required if there will be an increase in gas demand
- Detail of 3" pad if located on the ground

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

- Title 24 Energy Compliance Prescriptive Approach Forms
- Residential Load Calculator, if main panel below 200 amps
- Mechanical installation instructions/spec sheets for all new equipment, including dBA rating

## 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. To schedule a **final inspection**, call (650)-329-2496 and press option 2.

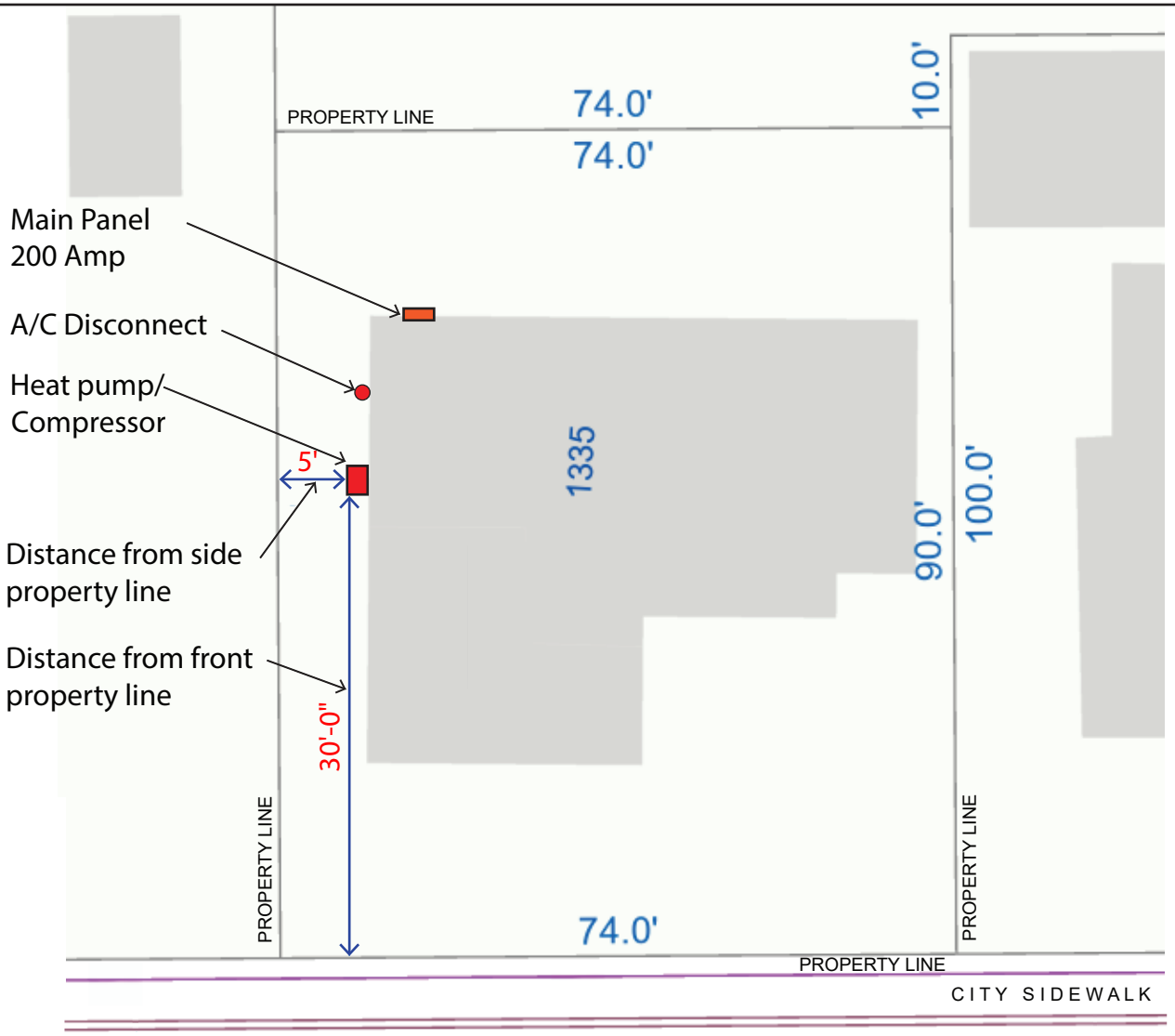
**Required Inspections - others may be required**

- 605 AC Unit or AC Unit Final
- 609 Furnace or Furnace Final

**Inspection Guidelines**

- Air Conditioning Compressor
- Furnace and Water Heater Occupancy Separation
- Combustion Air for Gas Appliances
- Furnace (Attic)
- Furnace (Closet/Alcove)
- Furnace (Floor)
- Furnance (Wall)
- Gas Vent Termination
- Roof Top Equipment
- Whole House Fan

# **SAMPLE** SFR HVAC PLAN




ADDRESS: 1335 Waverley St.

OCCUPANCY GROUP: R-3

CONTROLLING CODES: 2025 California Building Standards Code (Title 24)

SCOPE: Installation of new air conditioning system, including compressor, furnace and duct work

DRAFTED BY: Jane Doe

DATE: MM/DD/YYYY

EQUIPMENT MODEL: ASZC7 by Amana

DB RATING: 71 db

**WAIT! DOES YOUR DRAWING INCLUDE?**

- ☐ SETBACK LINES & DISTANCES
- ☐ DISTANCE FROM PROPERTY LINES
- ☐ LOCATION OF DISCONNECT
- ☐ LOCATION OF GFCI/WP RECEPTACLE WITHIN 25 FEET OF UNIT
- ☐ LOCATION OF MAIN PANEL + AMPERAGE
- ☐ A 3" INCH PAD IF THE UNIT IS ON THE GROUND
- ☐ LOCATION OF AIR HANDLER/FAN COIL (IF APPLICABLE)

# SFR HVAC PLAN

PLAN GOES HERE

ADDRESS:

OCCUPANCY GROUP:

CONTROLLING CODES: 2025 California Building Standards Code (Title 24)

SCOPE:

DRAFTED BY: EQUIPMENT MODEL:

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