CITY OF
PALO ALTO
PLANNING & DEVELOPMENT SERVICES

OBTAINING A KITCHEN/BATH REMODEL INSTANT PERMIT

EFFECTIVE: July 1, 2024

The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may apply.

INSTANT PERMIT

Instant Permits can be filed online through Palo Alto's Accela Citizen Access (ACA) portal link, however, the applicant must have a valid California State License Board (CSLB) license number. Please paste this link into your internet browser to access the portal: https://aca.accela.com/PALOALTO.

CREATING AN INSTANT PERMIT

1. Open your web browser and go to https://aca-prod.accela.com/PALOALTO/ and sign into your ACA account. If you do not yet have an account, please create an account.

2. When the homepage loads, click on the "Building" button, located above the green bar. After the Building page loads, click "Create Application" on the green bar.

3. Read through the disclaimer and agree to the terms by checking the box. Then click "Continue Application".

4. Select the permit type for your project. Each permit type will have different requirements and different fees. When you have made your selection, click "Continue Application".

5. Complete the project qualification questionnaire to see if you qualify for a kitchen/bath instant permit and answer all required fields. If your project does not qualify for an instant permit, please submit a [Pre-Application](). When complete, click "Continue Application".

Kitchen or Bath Remodel (Residential, Single-family detached only)

1 Qualification	2 Location	3 Contacts	4 Permit Info	5 California Energy Code	6	7	8	9

Step 1: Qualification > Qualification

This instant permit process is intended for kitchen or bath remodels within the existing footprint and that do not involve additions to fixture count or equipment. Changes in placement of fixtures, equipment, and number of outlets is allowed; however, projects involving changes to walls, windows, doors or structure would need to through the Pre-Application Process.

* indicates a required field.

Custom Fields

QUALIFICATION

*Is the project property a residential single family home or duplex?:   ○ Yes ○ No

*Does this project involve changes to walls, windows, doors or structure?:   ○ Yes ○ No

*Will this replacement require a service panel upgrade and / or a subpanel upgrade?:   ○ Yes ○ No

*I acknowledge that this project will be held to currently adopted codes under Palo Alto Municipal Code Chapter 16 and 15.04:   ☐

*Please download and complete the City's Residential Load Calculator to determine if a service panel upgrade is needed. Save the results of the completed calculator which must be uploaded in the documents tab: ⑦ ☐

*Please note that you will be required to upload the following items later in this application: (1) Residential Load Calculation, (2) Equipment Specifications: ☐

*I certify that I have reviewed the fields above and state that the above information is correct. By signing below, I also acknowledge the required documentation for this permit: ☐

*Digitally Signed by: (Enter first and last name):   [_____]

Save and resume up to 3 days later

Continue Application »

You can save your application for up to 3 days and continue later if you need more time to gather information or documents.

6. Enter the project address. You only need to enter the street number and first few letters of the street name, then click "Search". The search function should automatically populate the Parcel and Ownership information by default.

    Please note: If the address you are searching for has ADU unit numbers, you will need to select the correct address from a pop-up window that will appear. Also note that you will likely need to add homeowner contact information for this permit.

Enter the street number and street name, then click search. Parcel and Property Owner information should automatically appear. Then click "Search".

Add any missing information for the Property Owner.

7. Add a contact for this application. Click the "Select from Account" button to pull your information from your ACA account for this permit. When complete, add your Contractor information. You can search for them using the "Lookup from CA State License Board" function or by "Look Up from Palo Alto Database" if your contractor is already in our system.

Search for your contractor using their license number through either of these search options.

a. Selecting either option will open a pop-up window where you will enter the state license number, scroll down then click "Look up".

Enter the license number, then scroll down and click "Look Up".

If your CSLB license does not appear to be in our database, please contact PDSData@CityofPaloAlto.org.
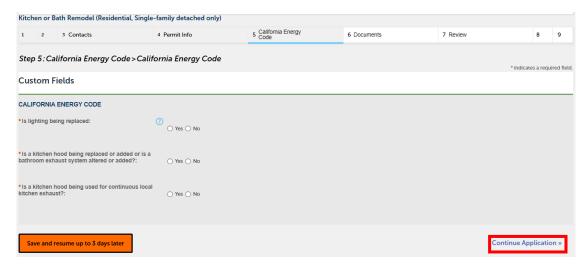
b. The pop-up window will close and you will receive a notification that the licensed professional was added successfully. When complete, click "Continue Application".

Your contact information and the Licensed Profession information should now appear.

8. Provide details related to the project on this page. Make sure to read everything thoroughly and provide accurate details for a smooth inspection process.

Kitchen or Bath Remodel (Residential, Single-family detached only)

| 1 | 2 Location | 3 Contacts | 4 Permit Info | 5 California Energy Code | 6 Documents | 7 | 8 | 9 |

Step 4 : Permit Info > Permit Info

*indicates a required field.

Custom Fields

Permit Info

* How many bathrooms are you remodeling with this permit? (max 5):

* How many kitchens are you remodeling with this permit? (max 3):

* Will this project add any new electrical circuits to the existing bathroom or kitchen?:   ○ Yes ○ No

* Given valuation (include labor and materials):   25000

* This permit will require recycling of construction materials. Please enter the email address of the person responsible for recycling materials for this permit. If you already have an existing Green Halo Systems account, please enter that email address. You will receive an email from Green Halo Systems with further instructions.:

* I acknowledge that once this permit is issued, it is required to comply with the City's construction and demolition debris diversion requirements managed through Green Halo Systems. Step 1: Prior to starting work on the site, the responsible person shall log into the website to access the projects Waste Management Plan and complete the set-up process. Step 2: Recycle what can't be salvaged and ensure that the weight tags list the "City of Origin" for the debris is Palo Alto as well as the correct material type. Tags with other City of Origin or none listed will NOT be accepted. Step 3: Prior to scheduling the final inspection of your project, upload all debris weight tags, salvage documentation, etc. to Green Halo Systems. Reference the City's construction & demolition debris diversion requirements for further details. :   ⑦ ☐

* I certify that I have reviewed the fields above and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the mentioned property for inspection purposes: ☐

* By checking the box, I agree to use electronic records and signatures: ☐

* Digital signed by: (Enter first and last name):

Save and resume up to 3 days later   **Continue Application »**

9. On the next page answer some questions for the California Energy Code that will determine if any additional documentation is required to be uploaded prior to final inspection.

Kitchen or Bath Remodel (Residential, Single-family detached only)

| 1 | 2 | 3 Contacts | 4 Permit Info | 5 California Energy Code | 6 Documents | 7 Review | 8 | 9 |

Step 5 : California Energy Code > California Energy Code

*indicates a required field.

Custom Fields

CALIFORNIA ENERGY CODE

* Is lighting being replaced: ⑦ ○ Yes ○ No

* Is a kitchen hood being replaced or added or is a bathroom exhaust system altered or added?:   ○ Yes ○ No

* Is a kitchen hood being used for continuous local kitchen exhaust?:   ○ Yes ○ No

Save and resume up to 3 days later   **Continue Application »**

10. Upload the required documents by clicking the "Add" button. For Kitchen/Bath Remodel instant permits, applicants are required to upload equipment specifications at minimum. If a circuit is being added, applicants are also required to upload the residential load calculations document.

a. A pop-up window will appear. Click on the "Add" button again and a file selection window will now appear. Select your required files, then click "Open".

b. Wait until the files reach 100%. When done, click "Continue".

c. Select the document type and provide a brief document description. When complete, click "Save".

Provide the document type and a description of the documents, then click "Save".

d. Your files will now officially be uploaded and shown in the documents list. When complete, click "Continue Application".

11. Review all the information you provided, if you need to make any changes, click on the "Edit" buttons on the right side of the webpage. If complete, click "Continue Application".

12. The portal will now show you the itemized fees for the project. Once finished reviewing the fees, click "Continue Application".

13. Finally, the portal will bring you to the payment webpage. Enter the required information and click "Submit Payment". There is no fee when using a credit card.

If the payment was successful, you will receive a notification on how to download your permit packet. **Please make sure to review the permit issuance email and permit packet thoroughly for next steps.** If you require any additional assistance, please contact PDSData@CityofPaloAlto.org.