PLANNING & DEVELOPMENT SERVICES

RESIDENTIAL WINDOW, EXTERIOR DOOR, AND SKYLIGHT SUBMITTAL CHECKLIST

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.

This scope of work qualifies for an instant permit if it is a retrofit for a single-family/duplex residence (non-historic).

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, for Cycle 1.

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

• Cover Sheet/Title Page
 • Planning Entitlement Approval Letter and Conditions of Approval or Over-the-Counter file number, if applicable
 • Architectural Plans
    ◦ Site Plan (Existing and Proposed)
    ◦ Roof Plan (for skylight only)
    ◦ Floor Plan
    ◦ Exterior Elevations
    ◦ Window and Door Schedules
    ◦ Architectural Details & Notes
 	
 • Structural Plans, if applicable
    ◦ Wall Framing Plan for Doors and Windows
    ◦ Roof Framing Plan for Skylight only
    ◦ Structural Sections, Details, & Notes
 • Title 24 Energy Compliance Forms

DOCS File (titled C#_"Project Street Address"_DOCS.pdf")
• Structural Calculations, if required

INSPECTION INFO

Large format/job copy of approved plans, 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	
• 228 Rough Frame • 218 Exterior Lathe	• 101 Final Inspection

Inspection Guidelines
• Window Replacement