



PLANNING & DEVELOPMENT SERVICES

SINGLE-FAMILY RESIDENTIAL ALTERATION / ADDITION SUBMITTAL CHECKLIST

APPLICABLE CODES: 2022 California Building Standards Code as adopted by PAMC Chapter 15.04 & 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 are to be submitted electronically through Accela Citizen Access (ACA). Further instructions can be found on our website.

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")

- [Utilites Application](#)
- [Temporary Power Electric Application](#)

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

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| • Cover Sheet / Title Page | • Deconstruction Plans |
| • Planning Entitlement Approval Letter and Conditions of Approval or Over-the-Counter file number, if applicable | • Structural Plans <ul style="list-style-type: none">◦ Foundation Plan◦ Floor Framing Plan◦ Roof / Ceiling Framing Plan◦ Basement Plan◦ Structural Details & Notes◦ Stairway and Guardrail Plans / Details |
| • Civil Plans <ul style="list-style-type: none">◦ Site Plan◦ Grading, Drainage, & Site Improvement Plan◦ Topographic / Boundary Survey | • T-1 Tree Protection Sheet |
| • Architectural Plans <ul style="list-style-type: none">◦ Site Plan (Existing and Proposed)◦ Floor Plan◦ Roof & Reflected Ceiling Plan◦ Exterior Elevations◦ Building Cross Sections◦ Window and Door Schedules◦ Architectural Details & Notes | • CALGreen Mandatory sheet GB-1 if new conditioned area is part of remodel and Mandatory Plus Tier 1 sheet GB-1 if the addition and/or alteration exceeds 1,000 sf. |
| | • Pollution Prevention Plan (SWPPP) |
| | • Title 24 Energy Compliance Forms |

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

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| • Geotechnical Report (for foundation designs greater than 1500 psi) | • Special Inspection & Testing Agreement Form (Not required at submittal, but required before issuance) |
| • Structural Calculations | |
| • Equipment Specifications | • Green Building Agreement Form |

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 Inspection Codes

- Dependent on scope of work - please schedule for 111 pre-construction or call the inspection line at (650)-329-2496, option 2.

Inspection Guidelines

- Dependent on scope of work - please find relevant guides in the [Residential Guidelines](#)