



PLANNING & DEVELOPMENT SERVICES

# RESIDENTIAL BATHROOM / KITCHEN REMODEL 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](http://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, for Cycle 1.

This scope of work can qualify for an instant permit. Please check qualifications [here](#).

PLAN File ( titled C#_"Project Street Address"_PLAN.pdf")	
<ul style="list-style-type: none"> <li>• Cover Sheet/Title Page</li> <li>• Architectural Plans               <ul style="list-style-type: none"> <li>◦ Floor Plan to show location and layout of kitchen/bathroom (i.e., on 2nd floor, basement)</li> <li>◦ Identify Rated Walls / Ceilings or Sound Assemblies for Multi-Family Developments</li> <li>◦ Architectural Sections, Details &amp; Notes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Structural Plans if applicable               <ul style="list-style-type: none"> <li>◦ Floor Framing Plan</li> <li>◦ Roof / Ceiling Framing Plan</li> <li>◦ Structural Details &amp; Notes</li> </ul> </li> <li>• Electrical plan showing the wall/counter receptables and light fixtures</li> <li>• Mechanical/Plumbing Plans</li> </ul>

DOCS File ( titled C#_"Project Street Address"_DOCS.pdf")	
<ul style="list-style-type: none"> <li>• Structural Calculations</li> <li>• Equipment Specifications</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Special Inspection &amp; Testing Agreement Form</a> (Not required at submittal, but required before issuance)</li> </ul>

## 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 - Bath - others may be necessary	
<ul style="list-style-type: none"> <li>• 220 Residential All Trades</li> <li>• 241 Shower pan</li> <li>• 244 Tile Lath</li> <li>• 243 Drywall or Gypsum</li> </ul>	<ul style="list-style-type: none"> <li>• 246 Electrical Torque Inspection</li> <li>• 247 Hot Check</li> <li>• 101 Final Inspection</li> </ul>

Required Inspections - Kitchen - others may be necessary	
<ul style="list-style-type: none"> <li>• 220 Residential All Trades</li> <li>• 243 Drywall or Gypsum</li> <li>• 246 Electrical Torque Inspection</li> </ul>	<ul style="list-style-type: none"> <li>• 247 Hot Check</li> <li>• 101 Final Inspection</li> </ul>

**Inspection Guidelines - Bath**

- [Bathroom](#)
- [Steam Shower](#)

**Inspection Guidelines - Kitchen**

- [Kitchen](#)