



PLANNING & DEVELOPMENT SERVICES

RESIDENTIAL MAIN PANEL REPLACEMENT/UPGRADE SUBMITTAL CHECKLIST (400 AMPS OR MORE)

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 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")
<ul style="list-style-type: none">• Utilities Application

PLAN File (titled C#_"Project Street Address"_PLAN.pdf")
<ul style="list-style-type: none">• Site Plan<ul style="list-style-type: none">◦ Clear and concise scope of work◦ Site Plan showing the main house, ADU, accessory buildings (i.e., detached garage, shed), and structures◦ Location of the existing and proposed electrical service panels◦ Specify if the service to the house is overhead or underground• Floor Plan if the electric panel and subpanel are located indoors• Elevation of main panel location• Single-line diagram• T-1 Tree Protection Sheet, if the project requires trenching near protected tree

DOCS File (titled C#_"Project Street Address"_DOCS.pdf")
<ul style="list-style-type: none">• Manufacturer installation instructions/specifications• Load Sheet

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**, please call 650-329-2496 and press option 2.

Required Inspections - others may be required
<ul style="list-style-type: none">• 405 Electric Service or Electric Service Final

Inspection Guidelines
<ul style="list-style-type: none">• Electric Meter Release - Residential