



PLANNING & DEVELOPMENT SERVICES

# FREESTANDING MONUMENT SIGN SUBMITTAL 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 (Cycle 1)

PLAN File ( titled C#_”Project Street Address”_PLAN.pdf”)	
<ul style="list-style-type: none"><li>• Cover Sheet / Title Page</li><li>• Planning Entitlement Approval Letter and Conditions of Approval or Over-the-Counter Planning application number<ul style="list-style-type: none"><li>◦ Relevant information from sign Planning Entitlement. <a href="#">See the Planning Checklist.</a></li></ul></li><li>• Architectural Plans<ul style="list-style-type: none"><li>◦ Site Plan showing location of new freestanding monument signs</li><li>◦ Sign Elevations</li><li>◦ Architectural Details &amp; Notes</li></ul></li><li>• Structural Plans</li></ul>	<ul style="list-style-type: none"><li>◦ Sign Footing / Foundation System</li><li>◦ Section Cut at sign showing sign box framing / finishes and box framing interconnections to the footing / foundation system</li><li>• Electrical Single Line Diagram with power switch / disconnects and information about the electrical panel providing power to the sign (for illuminated sign only)</li><li>• <a href="#">T-1 Tree Protection Sheet</a></li><li>• <a href="#">Pollution Prevention Plan (SWPPP)</a></li><li>• Title 24 Compliance Form(s) (for illuminated signs only)</li></ul>

DOCS File ( titled C#_”Project Street Address”_DOCS.pdf”)
<ul style="list-style-type: none"><li>• Structural Calculations (for signs over 200 pounds)</li><li>• <a href="#">Special Inspection &amp; Testing Agreement Form*</a> (not required at time of submission but before issuance)</li><li>• Arborist Report, if applicable</li></ul>

## INSPECTION INFO

Printed large format job copy of approved plans, permit card, and installation instructions shall be available on site at time of inspection. To schedule **final inspection**, call (650)-329-2496 and press option 2.

Required Inspections
<ul style="list-style-type: none"><li>• 101 Final Inspection</li><li>• 980 Planning Final</li></ul>

Inspection Guidelines
<ul style="list-style-type: none"><li>• <a href="#">Electrical Signs</a></li></ul>