



PLANNING & DEVELOPMENT SERVICES

BUILDING WALL MOUNTED 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

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">• Cover Sheet / Title Page• Planning Entitlement Approval Letter and Conditions of Approval or Over-the-Counter Planning application number<ul style="list-style-type: none">◦ Relevant information from sign Planning Entitlement. See the Planning Checklist.• Architectural Plans<ul style="list-style-type: none">◦ Exterior Building Elevations◦ Architectural Details & Notes	<ul style="list-style-type: none">• Structural Plans<ul style="list-style-type: none">◦ Section Cut at sign showing sign-wall connections to framing members (i.e., concrete wall, metal stud, etc.)• Electrical Single Line Diagram with power switch/disconnects and information about the electrical panel providing power to the sign (for illuminated sign only)• Title 24 Compliance Form(s) (for illuminated signs only)

DOCS File (titled C#_"Project Street Address"_DOCS.pdf")	
<ul style="list-style-type: none">• Structural Calculations (for sign over 200 pounds)	<ul style="list-style-type: none">• Special Inspection & Testing Agreement Form, if required (not due at time of submittal but due before issuance)

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 **final inspection**, call (650)-329-2496 and press option 2.

Required Inspections - others may be required	
<ul style="list-style-type: none">• 101 Final Inspection	<ul style="list-style-type: none">• 980 Planning Inspection

Inspection Guidelines
<ul style="list-style-type: none">• Electrical Signs