



PLANNING & DEVELOPMENT SERVICES

COMMERCIAL REROOF (CHANGE IN MATERIALS) SUBMITTAL CHECKLIST

If the project involves removing, relocating, replacing, or altering rooftop equipment such as solar installations, air conditioners, or heating equipment, including related systems, you are required to obtain additional electrical or mechanical sub-trade permits. Associated fees will apply.

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")

- Cover Sheet/Title Page
- Planning Entitlement Approval Letter and Conditions of Approval, if applicable
- Architectural Plans
 - Site Plan with all buildings shown and key-in the building/roof areas to be reroof
 - Roof plan showing roof equipment, roof screen, roof access, solar panels, roof slope and flow direction, roofing materials (see below for additional information to be included on plans), gutter, primary and secondary overflow drain, and other pertinent information
- Roofing Material Information (existing and new)
 - Roofing material (including brand name and product number)
 - Number of "squares" of roofing materials
 - Weight of roofing material
 - Roof Fire Classification (A, B, or C)
 - Underlayment materials
 - Sheathing thickness
 - Roof slope, if altered
- Structural Plans
 - Roof framing plan may be required if new roofing material or reroof results in an overall roofing weight of 7 pounds per square foot.
- Title 24 Energy Compliance Form(s)

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

- Roofing Materials / Specifications
- Structural calculations may be required if the proposed roofing materials is heavier than the replaced roofing materials
- [Special Inspection & Testing Agreement Form \(not required at time of submission but before issuance\)](#)

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

Required Inspections

- 802 Tear off
- 805 Progress
- 808 Final
- C&D if necessary

Inspection Guidelines

- [Roofing Guidelines](#)