



PLANNING & DEVELOPMENT SERVICES

# NEW SINGLE-FAMILY RESIDENCE, DETACHED ADU, DETACHED GARAGE, OR ACCESSORY STRUCTURE SUBMITTAL CHECKLIST

**APPLICABLE CODES:** 2022 California Building Standards Code as adopted by PAMC Chapter 15.04 & 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 should be submitted electronically through Accela Citizen Access (ACA). Please see our website for instructions on how to submit your application.

**If not already completed for the proposed project, applicant is strongly encouraged to discuss the proposed plans with their neighbors prior to application submittal.**

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")

- [Utilites Application](#)
- [Temporary Power Electric Application](#)

## 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 file number, if applicable</li><li>• Civil Plans<ul style="list-style-type: none"><li>◦ Site Plan</li><li>◦ Grading, Drainage, &amp; Site Improvement Plan</li><li>◦ Topographic / Boundary Survey</li></ul></li><li>• Architectural Plans<ul style="list-style-type: none"><li>◦ Site Plan (Existing and Proposed)</li><li>◦ Floor Plan</li><li>◦ Roof &amp; Reflected Ceiling Plan</li><li>◦ Exterior Elevations</li><li>◦ Building Cross Sections</li><li>◦ Window and Door Schedules</li><li>◦ Architectural Details &amp; Notes</li></ul></li><li>• Deconstruction Plans</li></ul> | <ul style="list-style-type: none"><li>• Structural Plans<ul style="list-style-type: none"><li>◦ Foundation Plan</li><li>◦ Floor Framing Plan</li><li>◦ Roof / Ceiling Framing Plan</li><li>◦ Basement Plan</li><li>◦ Structural Details &amp; Notes</li><li>◦ Stairway and Guardrail Plans / Details</li></ul></li><li>• CALGreen Forms<ul style="list-style-type: none"><li>◦ Single Family Residence/Detached ADU: <a href="#">CALGreen Mandatory Plus Tier 2 sheet GB-1</a></li><li>◦ Detached Garage/Accessory Building: <a href="#">CALGreen Mandatory Only</a></li></ul></li><li>• Landscape Plans, including <a href="#">T-1 Tree Protection Sheet</a></li><li>• <a href="#">Pollution Prevention Plan (SWPPP)</a></li><li>• Electrical / Mechanical / Plumbing Plans</li><li>• Title 24 Energy Compliance Forms</li></ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

- |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Geotechnical Report</li><li>• Structural Calculations</li><li>• Equipment Specifications</li><li>• <a href="#">Special Inspection &amp; Testing Agreement Form</a><br/>(Not required at submittal, but required before issuance)</li></ul> | <ul style="list-style-type: none"><li>• <a href="#">Green Building Agreement Form</a></li><li>• Applicants are required to complete <a href="#">PW flood checklist</a> and provide the necessary information if their property is in a flood zone (AE, AH, AO or A)</li></ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

### Required Inspection Codes

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| • 151 GB Pre Construction         | • 218 Exterior Lath                |
| • 501 Underground Plumbing        | • 241 Shower pan/Tub Test          |
| • 401 Underground Electrical      | • 244 Tile Lath                    |
| • 204 Setbacks/Site Survey        | • 235 Insulation                   |
| • 206 Slab on Grade/Elevated/PT   | • 243 Drywall/Gypsum               |
| • 205 Piers/Footings/Foundation   | • 219 Roof in Progress (40-60%)    |
| • 208 Wall Steel                  | • 246 Electrical Torque/Panel/XFMR |
| • 213 Joist & Underfloor Combo    | • 247 Hot Check                    |
| • 214 Underfloor Insulation       | • 153 Green Building Final         |
| • 215 Daylight Plane              | • 980 Planning Final               |
| • 216 Shear/Structural Frame      | • 990 Fire Final                   |
| • 152 GB Incremental Verification | • Public Works Final               |
| • 220 All Trades (FMEPG)          | • Landscape Final                  |

### Inspection Guidelines

- [Residential Guidelines](#)