



PLANNING & DEVELOPMENT SERVICES

COMMERCIAL ROOFTOP HVAC EQUIPMENT/SCREEN 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">• Architectural Plans<ul style="list-style-type: none">◦ Site Plan◦ Roof Plan showing equipment, roof screen, and roof access◦ Floor Plan showing location of roof access◦ Line of Sight Diagram with equipment screened by roof parapet or roof screen◦ Sections, Details, & Notes• Structural Plans<ul style="list-style-type: none">◦ Roof Framing Plan◦ Section cut at equipment with mechanical connections from equipment to curb and curb to roof framing members for complete load path.◦ Show roof screen section and details◦ Sections, Details, & Notes	<ul style="list-style-type: none">• Mechanical/Electrical/Plumbing Plans<ul style="list-style-type: none">◦ Mechanical plan illustrating the new / replaced mechanical equipment’s purpose / design for the room / building◦ Water Condensing Isometric Plan◦ Receptacle Outlet Plan◦ Disconnect means for new equipment◦ Other Mechanical / Electrical / Plumbing Sections, Details, & Notes

DOCS File (titled C#_“Project Street Address”_DOCS.pdf”)	
<ul style="list-style-type: none">• Equipment Specifications• Structural Calculations, if applicable• Noise report, if applicable• Title 24 Energy Compliance Form(s)	<ul style="list-style-type: none">• Special Inspection & Testing Agreement Form (not required at submittal, but required 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

- 613 HVAC Curb
- 246 Electrical Torque Inspection
- 101 Final Inspection
- 980 Planning
- 990 Fire

Inspection Guidelines

- [Rooftop Equipment](#)