



**PLANNING & DEVELOPMENT SERVICES**

# COMMERCIAL / MIXED USE BUILDING 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 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 num-ber of review. Initial submittals are C1, for Cycle 1.

### **APPLY File ( titled C#\_"Project Street Address"\_APPLY.pdf")**

- [Use and Occupancy Application](#), if applicable
- [Utilities Application](#)
- [Temporary Power Electric Application](#)
- [Excavation and Grading Permit Application](#), if moving more than 100 cubic yards (apply separately)

### **PLAN File ( titled C#\_"Project Street Address"\_PLAN.pdf")**

- Cover Sheet/Title Page
- Planning Entitlement Approval Letter and Conditions of Approval
- Civil Plans
  - Site Plan
  - Grading, Drainage, & Site Improvement Plan
  - Topographic / Boundary Survey
  - Erosion and Sediment Control Plan
  - Utility / Joint Trench Plans
  - Site Construction Details & Notes
- Deconstruction Plans
- Architectural Plans
  - Site Plan (Existing and Proposed)
  - Building / Fire Code Analysis
  - Onsite Parking (EV, Accessible) Plan / Analysis
  - Roof & Reflected Ceiling Plans / Details
  - Floor Plans (Entry / exit, tenancy / unit layout, accessibility, fire-rated construction, etc.)
  - Building Cross Sections
  - Mechanical Equipment Screening
  - Exterior / Interior Elevations and Sections
  - Window and Door Schedules
  - Stair and Elevator Plans / Details
  - Floor-ceiling / Roof and Wall Construction
- Details / Plans
  - Interior Finishes Plan
  - Interior / Exterior Signage Plans / Details
  - Accessibility Plans / Details
  - Architectural Sections, Details & Notes
  - Waterproofing Plan and Details
- Structural Plans
  - Structural Specifications
  - Foundation Plan
  - Floor Framing Plan
  - Roof / Ceiling Framing Plan
  - Basement Plan, if applicable
  - Stairway, Elevator, and Guardrail Plans / Details
  - Structural Sections, Details & Notes
- Electrical Plans
  - Floor / Roof Power Plan
  - Indoor and Outdoor Lighting Plan
  - Egress Illumination
  - Photometric Lighting Plan
  - Exterior Fixture Details
  - Single Line Diagram
  - Panel Schedules and Load Calculations
  - Details & Notes

## PLAN File (cont.)

- Mechanical Plans
  - Equipment Schedule
  - Duct Layout for Ventilation System and Exhaust Plan
  - Floor-Ceiling and Roof Equipment Plan
  - Panel Schedules and Load Calculations
  - Details & Notes
- Plumbing Plans
  - Sanitary Drainage Isometric
  - Water Distribution Isometric
  - Plumbing Fixture Calculations
  - Roof Drainage Isometric
  - Details & Notes
- Landscape Plans
  - [T-1 Tree Protection Sheet](#)
  - Landscape Details
  - Irrigation Plan
- [CALGreen Non-Residential Mandatory Plus Tier 2 sheet GB-1, Commissioning Plan GB-3, & Commissioning Plan GB-4](#)
- [Pollution Prevention Plan \(SWPPP\)](#)
- Title 24 Energy Compliance Form(s)

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

- Project Specifications
- Geotechnical Report
- Arborist Report, if applicable
- Noise Evaluation Report for Exterior Mechanical Equipment
- [Provision C.3 Data Form](#)
- Structural Calculations
- Equipment Specifications
- [Special Inspection & Testing Agreement Form\\* \(not required at time of submission but before issuance\)](#)
- [Green Building Agreement Form](#)
- Structural Observation Schedule / Agreement Form

## 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 necessary

- 111 Pre Construction Meeting
- All other inspections depending on scope of work. Please discuss at the preconstruction meeting.

### Inspection Guidelines

- [Commercial Guidelines](#)