



PLANNING & DEVELOPMENT SERVICES

# DECONSTRUCTION/DEMOLITION 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 number of review. Initial submittals are C1, for Cycle 1.

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

- [Utilites Application](#)

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

- Cover Sheet / Title Page
- Planning Entitlement Approval Letter and Conditions of Approval or Over-the-Counter Planning application number, if applicable
- Civil Plans (if capping utilities)
- Existing Site Plan
- Proposed Demolition Site Plan
  - For pools, show pool and all equipment to be removed
  - show all trees
- Architectural Plans
  - Existing Floor Plan
  - Proposed Demolition Floor Plan
- [T-1 Tree Protection Sheet](#)
- [Pollution Prevention Plan \(SWPPP\)](#)

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

- J-number (approval number) issued by the Bay Area Air Quality Management District \*
- Deconstruction Contract signed by owner and the deconstruction company\*
- Deconstruction Salvage Survey (by a City approved reuse organization)\*
- PCBs Screening Assessment Applicant Package, including completed certification and sampling results, if applicable (for commercial and multi-family projects)
- Arborist Report, if applicable
- For pools, Compaction Report (required before final inspection)

# 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

- 201 Pre-Deconstruction/Demo
- 105 Deconstruction Demo Final
- C&D
- UF Tree Protection Verification - call Urban Forestry at (650)-329-2450.
- Zero Waste Deconstruction Consult - call Public Works at (650) 496-5910.
- 901 Pre-Pool Demo
- 902 Pool/Spa Final

## Inspection Guidelines

- [Pre-Demolition Utilities Removal](#)
- [Demolition](#)
- [Pool and Spa Demolition](#)