Checklist for Submittal for Commercial / Industrial Tentative Improvement

**REQUIRED:**

(PLEASE CHECK ONE) □ Commercial or □ Industrial

**CBC 2016 BUILDING CODES**

- □ Completed Building Permit Application with **Scope of Work** and square footage: ________
- □ Submittal Fee: $________________________ (to be determined)
  
  (City use: check_______ debit/charge_________ cash_______)
- □ Architectural Plans and Drawings – (3) sets - 36X24 size plans - *A PDF format of the plan is required at submittal*
- □ Structural Calcs and/or Truss Calcs – (2) sets each, if needed
- □ Title 24 – (2) sets, if needed
- □ Fire Department Approval of plan - *Submit application and plans at 65950 Pierson Blvd., Bldg. A, DHS (760) 329-6411 ext 261, (if required)*
- □ Original Approval Letter from Health Department prior to permit issuance and at **Building Final** (if food is involved) – **544 S. Paseo Dorotea, Palm Springs (760) 320-1048**
- □ Copy of Lease Agreement Tenant/Landlord and/or Letter of Approval from Landlord for changes **notarized**
- □ Contractor Information and State Contractors License #________________________ must be verified
- □ Current City Business License #________________________
- □ Copy of the Desert Valley Disposal (DVD) **signed agreement** for a construction bin at jobsite.
  
  Contact James @ DVD (760) 327-1351, ext 309 or by email: james@palmspringsdisposal.com for information and requirements.

**IF APPLICABLE:**

- □ Wind Rating (130 MPH minimum) _________ MPH - (circle wind rating on all sets of plans and specifications)
- □ Need proof of ownership
- □ Building Staff will Review TUMF and School Fees to see if they are applicable
  
  - □ School fee letter given to applicant
  - □ Signed school fee letter returned to city
- □ Mission Springs Water District (MSWD) - **66575 2nd St., DHS (760) 329-6448**
- □ Grading Plan or Street Improvement Plan- approved prior to Building Permit Issuance (contact Engineering Dept for submittal requirements) (760) 329-6411 ext 221
- □ Encroachment - approved prior to Building Permit Issuance (contact Engineering Dept for submittal requirements) (760) 329-6411 ext 221
- □ Landscaping Plan - approved prior to Building Permit Issuance (contact Planning Dept for submittal requirements) (760) 329-6411 ext 256 and **MSWD 66575 2nd St., DHS (760) 329-6448**
- □ A COMPLETED **MECH-1C-ALT-HAVC** FORM IS REQUIRED with APPLICATION ON HVAC and a **MECH-4-HERS REPORT** at FINAL