ADDRESS ______________________________ PERMIT # ____________________  

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 - approved prior to Building Permit Issuance (contact Engineering Dept for submittal requirements) (760) 329-6411 ext 218  

□ Encroachment - approved prior to Building Permit Issuance (contact Engineering Dept for submittal requirements) (760) 329-6411 ext 218  

□ 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