

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