

ADDRESS _____ PERMIT # _____

Checklist for Submittal for New Commercial

REQUIRED:

CBC 2016 BUILDING CODES

- Completed Building Permit Application with **Scope of Work** and **total square footage:** _____
Retail Space sqft _____ Office Space sqft _____ Other sqft _____

Block Wall/Wrought Iron: *Requires a separate submittal with a building permit application, plans and fees*

- Submittal Fee: \$ _____ (to be determined) Trash Enclosure: _____
Lot Acreage: _____
(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

- Title 24 – (2) sets

- Original Approval Letter from Fire Department **prior to permit issuance** and at **Building Final**
Submit application and plans at 65950 Pierson Blvd., Bldg. A, DHS (760) 329-6411 ext 261

- Original Approval Letter from Health Department **prior to permit issuance** and at **Building Final**
(if food is involved) - Palm Springs Office @ (760) 320-1048 or Indio Office @ (760) 863-8287

- Mission Springs Water District (MSWD) Copy of Application and Receipt (sewer connection/water meter/landscaping approval) - 66575 2nd St., DHS (760) 329-6448

- Palm Springs Unified School Fee Receipt (the required form will be issued by the City at the appropriate time)

- Contractor Information and State Contractors License # _____ must be verified

- Current City Business License # _____

- Sub-Contractors List with licenses listed

- 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@palmsspringsdisposal.com for information and requirements

- Flood Insurance Rate Map** designation _____; _____ required
(verify if property is in flood zone with Engineering Dept)
(City Comments: _____)

IF APPLICABLE:

- Wind Rating (130 MPH minimum) _____ MPH - (**circle wind rating on all sets of plans and specifications**)

- Need proof of ownership

- 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