Checklist for Submittal for New Commercial

**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)
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@palmspringsdisposal.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