ADDRESS ___________________________ PERMIT # ___________________________

Checklist for Submittal for New Industrial

REQUISITED:

CBC 2016 BUILDING CODES

☐ Completed Building Permit Application with **Scope of Work** and total square footage: __________
   Office Space sqft _______________ Warehouse 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@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