

ADDRESS \_\_\_\_\_ PERMIT # \_\_\_\_\_

**Checklist for Submittal for New Industrial**

**REQUIRED:**

**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 2<sup>nd</sup> 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 2<sup>nd</sup> St., DHS (760) 329-6448