

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

**Checklist for Submittal for Commercial / Industrial Tentative Improvement**

**REQUIRED:**

(PLEASE CHECK ONE)     **Commercial**    or     **Industrial**

**CBC 2013 BUILDING CODES**

- Completed Building Permit Application with **Scope of Work** and square footage: \_\_\_\_\_
- Application Fee: \$ \_\_\_\_\_ (to be determined)  
(City use: check \_\_\_\_\_ debit/charge \_\_\_\_\_ cash \_\_\_\_\_)
- Architectural Plans and Drawings – (3) sets - **ALL 36X24 SIZE PLANS MUST INCLUDE (1) COMPLETE SET OF 11X17 PLANS AT SUBMITTAL**
- Structural Calcs and/or Truss Calcs – (2) sets each, if needed
- Title 24 – (2) sets, if needed
- Fire Department Approval of plan - **77933 Las Montanas Rd., Palm Desert (760) 863-8886, (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 2<sup>nd</sup> 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 2<sup>nd</sup> 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