

ADDRESS _____ PERMIT # _____

Checklist for Submittal for Remodel-Misc

REQUIRED:

- Completed Building Permit Application with **Scope of Work**
- Application Fee: \$ _____ (to be determined)
- Plans and/or 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
Garage Conversion: _____ (Sq Ft)
Remodel W/Ducts & Plumbing _____ Remodel W/Extending Ducts _____
Remodel W/ Electrical _____ Remodel W/Plumbing _____
Room Addition: 1 Bath/1Bedroom _____ 1 Bath/2 Bedrooms _____
- **Carbon Monoxide Detectors**: State of California and **2013 Building Codes** (R315) **require** installation of carbon monoxide detectors for **ALL** building permits exceeding \$1,000.00 by final inspection.**
 - Letter given to applicant
 - Signed letter returned to city
- Current City Business License
- Contractor Information and State Contractors License must be verified
- Copy of the Desert Valley Disposal (DVD) **signed agreement** for a construction bin on jobsite. Contact James @ DVD (760) 327-1351, ext 309 or by email: james@palmspringsdisposal.com for a construction bin.

IF APPLICABLE:

- Wind Rating (**130 MPH minimum**) _____ MPH - (**circle wind rating on all sets of plans and specifications**)
- Owner/ Builder Release Form
- HOA Approval, if needed
- Proof of Ownership
- Review to determine if School Fees are necessary
 - School fee letter given to applicant
 - Signed school fee letter returned to city
- Review to determine if Impact Fees are necessary
- CF-1R FORM IS REQUIRED w/APPL ON HVAC and a CR-6R HERS report at Final
- Fire Department Approval, if needed - 77933 Las Montanas Rd., Palm Desert (760) 863-8886
- MSWD - 66575 2nd St., DHS (760) 329-6448
- Landscaping Plan - approved prior to Building Permit Issuance (contact Planning Dept for submittal requirements)