

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

**Checklist for Submittal for New Commercial**

**REQUIRED:**

**CBC 2013 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 Linear Feet:** \_\_\_\_\_ **x** \_\_\_\_\_ **Trash Enclosure:** \_\_\_\_\_ **x** \_\_\_\_\_
- Application Fee: \$ \_\_\_\_\_ (to be determined) **Lot Acreage:** \_\_\_\_\_  
(City use: **check** \_\_\_\_\_ **debit/charge** \_\_\_\_\_ **cash** \_\_\_\_\_)
- Architectural Plans and Drawings – (3) sets - **ALL 36X24 SIZE PLANS MUST INCLUDE (1) COMPLETE SET OF 11X17 PLANS or CD in PDF format 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**  
77933 Las Montanas Rd., Palm Desert (760) 863-8886
- 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 - 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**