

ADDRESS _____ PERMIT # _____

Checklist for Submittal for NSFR

REQUIRED:

- Completed Building Permit Application with **Scope of Work**
- Application Fee: \$ _____ (to be determined)
(City use: **check** _____ **debit/charge** _____ **cash** _____)
- Complete:
NSFR: _____ (Sq Ft) Garage: _____ (Sq Ft)
of Bedrooms: _____ # of Bathrooms: _____
Block Wall Linear Feet: _____ **x** _____ **Lot Acreage:** _____
- 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
- 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)
- School fee letter
 - School fee letter given to applicant
 - Signed school fee letter returned to city
- MSWD Copy of Application and Receipt - (66575 2nd St., DHS (760) 329-6448)
- **Carbon Monoxide Detectors:** State of California and **2013 Building Code** (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
- Contractor Information and State Contractors License # _____ must be verified
- Current City Business License # _____
- Sub-Contractors List
- 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
- 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)
- Landscaping Plan - approved prior to Building Permit Issuance (contact Planning Dept for submittal requirements)
(760) 329-6411 ext 256
- 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**)