



City of Palm Desert
Department of Building and Safety
73-510 Fred Waring Dr., Palm Desert, CA 92260
(760) 776-6420
Fax (760) 776-6392

KIOSK SUBMITTAL REQUIREMENTS

In order to process and expedite your request for a Building Permit, please submit the applicable items listed below and include this Checklist in your submittal.

For more detailed information regarding each plan type, refer to the Commercial Plan Requirements handout.

If kiosk is located inside the Westfield Mall, all drawings must be approved by the Mall management prior to submittal to the City.

Three (3) complete sets of drawings (22" x 17" min. size 24" x 36" max) to include:

Architectural

Overall floor plan showing location of Kiosk in the Mall

- Detailed floor plan of kiosk with:
 - List a Scope of Work
 - Building data: construction type, square footage, sprinklers & occupancy classification
 - Define space function (i.e. sales area, storage)
 - Show exiting path, doors and hardware
 - List Accessibility Standards

- Elevations
- Cross sections
- Details & notes
- Structural
 - Required if Kiosk is higher than 6'-0"
 - Plans as required
 - Cross sections
 - Details and notes

- Electrical Mechanical Plumbing
- Title 24 (lighting)

Palm Desert Building & Safety Department
Kiosk Submittal Requirements

2 sets of Structural Calculations, if required (wet stamped and signed by State of California licensed engineer)
Drawings approved by the Westfield Mall (if applies)
Drawings approved by the Health Department (if applies)

1. All drawings and calculations must be signed by design professionals as required by the California Business & Professions Code.
2. If one or more required items are not submitted, the application will be considered incomplete and will not be processed.
3. Building permits may only be issued to the Building Owner or a Licensed Contractor. Tenants must have written authorization from the Owner to obtain Owner Builder permits. See Authorized Agent Sample Letter.

I have read the above information and have submitted all the required information.

Print Name: _____ Telephone Number: _____

Signature: _____ Date: _____