



CITY OF PALM DESERT  
 Building & Safety  
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# Plan Review Submittal Requirements for New Construction

The following are the minimum requirements for plan review submittal, for new construction projects. **Projects will not be accepted without the following:**

## For SINGLE FAMILY DWELLINGS:

**Two (2) sets** of one-sided fully dimensioned drawn to scale plans, at a minimum of **11" x 17" and maximum 24" x 36"** size paper and minimum 10 pt font. (See additional plan requirements below)

Plans to include:

Title Sheet	Elevations	Electrical Plans
Plot/Site Plan	Roof Plan	Mechanical Plans
Foundation Plan	Cross Sections	Plumbing plans
Floor Plan & Details	Structural Framing plans	Truss Plans (if applicable)

**Two (2) copies** of the following documentation:

- \*Energy calculations
- \*Truss calculations (if applicable)
- \*Title 24 Energy Calcs
- \*Structural calculations
- \*Soils reports
- \*Residential Green Building Mandatory Measures
- \*Special Inspection Program (If applicable)

## For COMMERCIAL / MULTI-FAMILY BUILDING:

**Two (2) sets** of one-sided fully dimensioned drawn to scale plans, at a minimum of **11" x 17" and maximum 24" x 36"** size paper and minimum 10 pt font. (See additional plan requirements below)

Plans to include:

Title Sheet	Elevations	Electrical Plans
Plot/Site Plan	Roof Plan	Mechanical Plans
Foundation Plan	Cross Sections	Plumbing Plans
Floor Plan & Details	Structural Framing plans	Truss Plans (if applicable)
	Disabled Access plan	

**Two (2) copies** of the following documentation:

- \*Energy Forms
- \*Truss calculations (if applicable)
- \*Title 24 Energy Calcs
- \*Structural calculations
- \*Soils report
- \*Special Inspection Program (If applicable)
- \*Non-Residential Green Building Mandatory Measures

### ... And **ONE (1) ADDITIONAL PLAN**:

At the time of plan submittal, all projects require one (1) additional plan Cover Sheet/Title Page, Site/Plot plan and a dimensioned floor plan, (which the Building Department will submit to the Riverside County Assessor's Office).

- Verify Planning Department requirements prior to plan submittal to the Building Department.
- Applicant Shall submit Fire Sprinkler plans directly to the Fire Marshal's Office.
- Applicant shall submit Grading plans directly to the Public Works Department.

Revised  
1-21-15

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## General Provisions and Requirements

### 1. Required plan information:

- *Site plan* – to be accurate and to scale; to contain all property lines; setbacks, and include North arrow scale. (For additional information regarding setbacks, lot coverage, and land use other requirements, please contact the Planning Department at (760) 776-6483).
- *Title sheet* - Must identify the project address; legal description (Assessor's parcel number); Property owner's name; Person/Firm responsible for production of the plans and documents.
- *Structural plans and calculations* are to be prepared and signed by an architect or engineer licensed by the State of California.
- *Mechanical plan* - to include HVAC plan with equipment specifications.
- *Electrical plan* - to include electrical load calculations, Single line diagram (if over 200 amps).
- *Plumbing plan* - to include plumbing isometrics; drain waste and vents; water supply and gas.
- *Disabled access compliance plans* (where required).

### 2. Other required information:

- If project is located within a homeowner's association, please obtain HOA approval prior to submittal to City.
- Approved County of Riverside Health Department Plans will be required before permit issuance (if project is for a food service business). (For information regarding Environmental Health Department requirements call (760) 863-8287).
- Grading Permit must be issued prior to building permit issuance. Grading plan must be prepared and signed by a registered engineer. (For Public Work plan submittal requirements, please call (760) 776-6450)
- Landscape Plan (Commercial and Industrial Tracts) – Landscape to be in compliance with City Water Efficient Landscape Ordinance. (Single Family Dwellings) - Requires CVWD (Coachella Valley Water District) and Planning Department approval. Please contact the Planning Department at (760) 776-6483 for specific requirements.
- "Please be advised that Landscape Services is now requiring a complete landscape documentation package per the City's Water Efficient Landscape Ordinance (Chapter 24.04) for Single and Multi-family (non-tract) residential projects. Please contact Randy Chavez, Landscape Supervisor, for further approval."

### 3. School Fees:

- Prior to permit issuance a "Square Footage Verification" form will be provided by the Building & Safety Department. While the school fee form is not required for plan review, this administrative item must be addressed prior to issuance of a building permit.
- For questions regarding applicable school fees, please contact: Desert Sands Unified School District (760) 771-8515; or Palm Springs Unified School District (760) 416-6159.

### 4. FYI

- Climate Zone 15; Region Wind Speed 90 / Exposure B (or C if applicable)
- Seismic Design Category – D (Unless otherwise justified)

## **BUSINESS LICENSE DEPARTMENT**

1. All contractors and subcontractors shall have a current City of Palm Desert Business License prior to permit issuance per Palm desert Municipal Code, Title 5.
2. All contractors and/or owner-builders must submit a valid Certificate of Worker's Compensation Insurance coverage prior to the issuance of a building permit per California Labor Code, Section 3700.

## **BUILDING AND SAFETY DEPARTMENT**

### **Required on First Sheet of Plans:**

- The following information to be incorporated onto the first sheet of project plans, showing that the proposed construction will conform to current codes:

*2013 California Residential Code* (CRC), is based on the 2012 International Residential Code  
*2013 California Electrical Code* (CEC), based on the 2011 National Electrical Code (NEC)  
*2013 California Mechanical Code* (CMC), based on the 2012 Uniform Mechanical Code (UMC)  
*2013 California Plumbing Code* (CPC), based on the 2012 Uniform Plumbing Code (UPC)  
*2013 California Energy Code* (CEC), written by the California Energy Commission (CEC)

### ***Palm Desert Municipal Code Requirements:***

- A. Approved temporary sanitary facilities (i.e. chemical toilets shall be on the construction site prior to request for first inspection). (Health and Safety Code, Section 5416)***
- B. Contractor and/or owner shall provide a trash bin to insure proper clean-up of all building materials. (Ordinance No. 262 of the Palm Desert Municipal Code)***
- C. Storage of building materials or debris shall be confined to the lot for which the permit is issued. Adjacent vacant properties may not be utilized for this purpose unless written permission of the owner is on file with this office. The public right-of-way shall be maintained in a clear condition at all times. (Palm Desert Municipal Code, Chapter 8.02)***
- D. Address numerals shall comply with Palm Desert Ordinance No. 1265. You may request a copy of the Ordinance at the Building Department.***
- E. CONSTRUCTION HOURS:***

#### **OCTOBER 1 THRU APRIL 30**

*Monday - Friday 7:00 a.m. - 5:30 p.m.*  
*Saturday 8:00 a.m. - 5:00 p.m.*  
*Sunday NOT ALLOWED*  
*Government Code Holidays*  
*NOT ALLOWED*

#### **MAY 1 THRU SEPTEMBER 30**

*Monday - Friday 6:00 a.m. - 7:00 p.m.*  
*Saturday 8:00 a.m. - 5:00 p.m.*  
*Sunday NOT ALLOWED*  
*Government Code Holidays*  
*NOT ALLOWED*

*Violation of the above work hours is a citable offense under Palm Desert Municipal Code Section 9.24.070.*