



## CITY OF PALM DESERT

Building & Safety Department

73-510 Fred Waring Dr, Palm Desert, CA (760) 776-6420

### TENANT IMPROVEMENT PLAN SUBMITTAL MINIMUM REQUIREMENTS

#### **Plan Review Procedures:**

The City strives to assist the public in understanding the plan review process by outlining the timelines for the different projects, and to offer some guidelines to assist in the types of information that is needed to conduct a plan review. The extent of the review required to issue permits for a project depends upon the use or occupancy type of the structure, as well as its location and the impact of its construction on the environment. The goal of the Building and Safety Department is to complete all initial plan reviews within 10 to 15 working days, and 8 to 10 working days for re-submittals. Small additions and minor interior improvements of commercial space may be reviewed and permits issued in a short turnaround time. However, this depends on the current daily workload of the Plans Examiners.

#### **All tenant improvements are required to submit:**

- Two (2) complete sets of plans for Building and Safety
- One (1) set for the Fire Marshal's Office
- One (1) additional site plan and dimensioned floor plan for the Assessor's office

#### **TENANT IMPROVEMENTS (Interior):**

Provide **Two (2) sets** of one-sided fully dimensioned, drawn to scale plans, **One (1)** set for Fire Marshal's Office. Plans shall be a minimum of 11" x 17" and maximum of 24" x 36" with a minimum of 10 pt font. Plans shall include:

Title Sheet  
Plot/Site Plan  
Floor Plan  
Interior Elevations – (if applicable)  
Framing Plan & Details  
Disabled Access Plan  
Title 24 Energy Calcs  
Electrical Plans  
Mechanical Plans  
Plumbing Plans  
Structural Calcs – (if applicable)

#### **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:

*2016 California Building Code (CBC), is based on the 2015 International Building Code (IBC)*  
*2016 California Electrical Code (CEC), based on the 2014 National Electrical Code (NEC)*  
*2016 California Mechanical Code (CMC), based on the 2015 Uniform Mechanical Code (UMC)*  
*2016 California Plumbing Code (CPC), based on the 2015 Uniform Plumbing Code (UPC)*  
*2016 California Energy Code (CEC), written by the California Energy Commission*  
*2016 California Fire Code (CFC) is based on the 2015 International Fire Code (IFC)*  
*2016 California Green Building Standards Code*  
*2016 California Building Standards Administrative Code*

#### *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. 1310. You may request a copy of the Ordinance at the Building Department.
- E. CONSTRUCTION HOURS:
 

OCTOBER 1 THRU APRIL 30		MAY 1 THRU SEPTEMBER 30	
Monday - Friday	7:00 a.m. - 5:30 p.m.	Monday - Friday	5:30 a.m. - 7:00 p.m.
Saturday	8:00 a.m. - 5:00 p.m.	Saturday	8:00 a.m. - 5:00 p.m.
Sunday	NOT ALLOWED	Sunday	NOT ALLOWED
Government Holidays	NOT ALLOWED	Government Holidays	NOT ALLOWED

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

**Plot Plan:**

Provide a fully dimensioned site plan with existing lot lines. Provide the location of all existing improvements on the building. Show the existing use of all adjacent structures on and off the site. Provide the location of existing and/or proposed utilities. Show the existing disable access conditions and proposed site changes.

**Floor Plan:**

Provide fully dimensioned floor plans identifying all existing occupied spaces. Show the existing exiting system number, width, distance to, direction of, hardware requirements, etc., including the corridors. Show all fixed elements of existing construction like the walls, partitions, cabinets, fixtures, etc. Clearly identify all occupancy separations and indicate fire resistive rating of each. Show on the plan the existing and proposed construction. Show the existing and new T-bar ceiling details.

**Wall Section:**

Typical wall section indicating stud size, height, spacing, insulation, wall finish, and structural connections must be clearly drawn and noted.

**Plumbing Plans:**

Provide plumbing isometric and schematic of the water piping, gas piping and drain waste and vent system with the size of all lines and materials to be used. Provide cross section drawings with existing firewalls and ceilings.

**Mechanical Plans:**

Provide mechanical isometric and schematic of the existing and new duct locations and size. Show the location of all existing and new return air. Show the location of all existing and new fire dampers. Show the method and amount of combustion air. Show the location of all existing and new HVAC units. Provide complete details of any new kitchen hood systems.

**Electrical Plans:**

Provide a single line diagram of the existing and new system, which includes service location, feeder sizes, panel locations, conductor sizes, disconnect size, over current protection, grounding method, etc. Provide a panel schedule with circuit identification. Indicate all outlet, fixture, and equipment locations. Indicate all hazardous electrical locations, as applicable. Provide complete electrical load calculations.

**State Energy Conservation Information:**

All new and existing structures with condition space are required to provide energy calculations that will reduce energy consumption. Mechanical calculations shall include the NRCC-MCH-01-E certificate of compliance form and related applicable forms and information. Envelope calculations shall include NRCC-ENV-01-E certificate of compliance form and related applicable forms and information. Lighting calculations shall include the NRCC-LTI-01-E certificate of compliance form and related applicable forms and information. All of the requirements of the energy calculations shall be shown on the plans.

**Accessibility compliance per Chapter 11B:**

All existing structures shall show compliance with the code to ensure barrier-free design is incorporated in all buildings, facilities, site work and other improvements.

**Green Building Code:**

The provisions of individual sections of Chapter 5 apply to newly constructed buildings, building additions of 1,000 square feet or greater, and/or building alterations with a permit value of \$200,000 or above (for occupancies within the authority of California Building Standards Commission). Plans shall indicate method of verification of compliance with all applicable CALGreen requirements. Third party or other methods shall demonstrate satisfactory conformance with mandatory measures. (CGBC § 301.1.3)

**Include City's Mandatory Measures Checklist copies onto plans.**

**DEFINITION**

**Shell Building-** a shell building is one that **cannot support occupancy**. It may be a building built for speculation or built prior to finalization of lease agreements and/or tenant improvement plans.

**A Shell Building is comprised of:**

- Finalized exterior walls
- Finalized roof diaphragm and roof covering, and may contain;
- Lobby (optional)
- Corridors (optional)
- Core Restroom Facilities (optional)
- Stair shafts (optional)
- Elevators (optional)
- Mechanical Equipment mounted on roof (no distribution)

**Other Requirements:**

Additional information may be required by other City or County Agencies in order to convey needed information relative to construction projects. Please feel free to contact a Building and Safety Plans Examiner at (760) 776-6420 for additional assistance with projects in the City of Palm Desert.

**Additional Requirements:**

- School Tax Fees must be paid prior to the issuance of the building permit.
- The Traffic Uniform Mitigation Fees (TUMF) must be paid at time of issuing the building permit.
- Block walls, trash enclosures, temporary power poles, pools, spas, site lighting, signage, awnings, etc. require separate permits.
- General contractors and/or owner-builders shall submit a completed Sub-Contractor's list to the Building & Safety Department **prior** to requesting a final inspection per Palm Desert Ordinance No. 60. Absolutely no Sub-Contractor's lists will be accepted unless all required information is provided on the appropriate City of Palm Desert form.