



CITY OF PALM DESERT

Building & Safety Department

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

RESIDENTIAL ADDITION/ALTERATION PLAN REVIEW SUBMITTAL REQUIREMENTS

Minimum Plan Review Submittal Requirements

All plans submitted for an addition/alteration project MUST meet the following requirements:

- Legibly drawn in black ink and shall be upon suitable material. (Electronic Plan Review is not available)
- Plans shall be a minimum of 11" x 17" and maximum of 24" x 36" with a minimum of 10 pt. font for clarity. All sheets included in the plans shall be the same size.
- Provide two (2) complete sets of plans; one-sided.
- Title Sheet/Cover Sheet with the project information, lot/tract, assessor's parcel number, type of construction, occupancy classification, zoning, sprinkled and area tabulations.
- Bear the printed name, seal, wet-signature, and telephone number of the plans preparer on each plan sheet.
- Provide a detailed Scope of Work on the Title Sheet of the plans. The Scope of Work shall include all construction, additions, alterations and repairs cited on the permit application.
- Provide a complete Sheet Index or Table of Contents.
- Provide a vicinity map with North arrow on the Title sheet of the plans, covering at least a two-block area locating the project.
- All plans must include a scale or dimensions.

Site Plan:

Demonstrate the dimensions of the existing building and site layout with the proposed construction on the property, drainage patterns, utilities, and where all existing structures are located in relation to the property lines and each other.

Floor Plan:

Show the existing residence as it is now and what it will look like (proposed) when the construction is completed. Include any demolition notes within the existing floor plan. Provide dimensions and notations. (See Attachment 2)

Exterior Elevation(s):

Show the architectural view of the outside of each direction. Please include building height measurements.

Section Plan:

Show the interior architectural, fire, life-safety, and energy components of the buildings envelope.

Roof Plan:

Provide a Roof Plan that identifies the roofing materials, roof slope, drainage, and required attic ventilation. Include, when necessary, the attic ventilation calculations, radiant barrier requirements, and roof drain sizing calculations.

Architectural Details:

Show details and enlargements of different architectural components of the building (i.e. window and door moldings, flashing installation dimensions, fireplace and hearth specifications, stairway and handrail construction, etc...).

Foundation Plan:

Provide the layout of foundation and dimensions, footing sizes, columns, hold-downs, anchor bolt sizes and spacing. Based upon design, justification is necessary for all components.

Framing Plan:

Demonstrate the construction of the braced wall, shear wall and roof framing. Including, but limited to, all beams, joists, rafters, etc. Based upon design, justification is necessary for all components.

Structural Details:

Provide details and enlargements of different components of the building structure, i.e. framing details, foundation details, etc.

Electrical, Mechanical, and Plumbing:

Show all proposed electrical, mechanical, and plumbing design, including but limited to:

Electrical:

- Identify and provide the location of all services and subpanels within the project.
- Provide a complete electrical plan outlining service, feeder, and branch layout.
- Include all receptacles and fixtures layouts.
- Identify branch circuit protection.
- Load calculations, when required.
- Provide a single line diagram.

Mechanical:

- Provide a complete plan identifying new equipment, as well as, conditioned and exhaust ducting layout (including sizes).
- Identifying supply and return air registers.
- Provide any combustion and/or make up air requirements.
- Identify and supply new equipment specifications.

Plumbing:

- Provide a complete building drain isometric layout (including sizes).
- Provide a complete fuel gas isometric layout (including calculations and sizes).
- Provide BTUs and Total Developed Lengths at each natural gas fixture.
- Provide a complete domestic water layout (including sizes).

California Green Building Requirements:

When an addition, alteration, or both increase the building’s conditioned area, volume, or size, all the mandatory measures of Chapter 4 shall be applied. The requirements shall only apply to and/or within the specific area of the addition or alteration. (CGBC §301.1.1)

- Provide within the plan sheets a Residential Mandatory Measure checklist.
- Provide a City of Palm Desert Construction Waste Management Application.

California Residential Energy Requirements:

The 2019 California Energy Code and Standards have been implemented. The City of Palm Desert is within Climate Zone 15.

- Prescriptive approach – Provide two (2) sets of all necessary CF-1R forms that correspond to your project. The following link will provide you with the compliance manual and necessary forms: <http://energycodeace.com/>
- Performance Approach – Provide two (2) sets of a completed and signed Building Energy Analysis Report (or include within the plan set) from an authorized energy consultant.

For questions regarding application and interpretation of energy standards please contact the California Energy Commission at <http://energycodeace.com/>

Riverside County Assessor’s Office:

Provide one (1) additional site plan and floor plan for the Riverside County Assessor’s Office.

Additional Required Documentation:

- Structural Calculations and Truss Calculations, where applicable. (Approved by an engineer or architect, registered in the State of California)
- Complete geotechnical and soils evaluations, when applicable.
- Manufacturer Specifications and Evaluation reports (ICC-ESR).

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:

Current Adopted Model Codes:

- 2019 California Residential Code: Based on the 2018 International Residential Code (IRC)
- 2019 California Electrical Code: Based on the 2014 National Electrical Code (NEC)
- 2019 California Mechanical Code: Based on the 2018 Uniform Mechanical Code (UMC)
- 2019 California Plumbing Code: Based on the 2018 Uniform Plumbing Code (UPC)
- 2019 California Green Code: California Building Standards Commission
- 2019 California Energy Code: California Energy Commission

Informational: The provisions of the California Residential Code shall apply to the construction, alterations and demolition of one- and two-family dwellings or townhouses not more than three stories.

Palm Desert Municipal Code Requirements: (required on first page)

- 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)
- 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)
- 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)
- Address numerals shall comply with Palm Desert Ordinance 1351 (PDMC §15.28)

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 5:30 a.m. - 7:00 p.m.
Saturday 8:00 a.m. - 5:00 p.m.
Sunday NOT ALLOWED

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

Engineering (Structural) Plans and Calculations:

If required, the location, size and grade of all framing members and specification must be noted on the plans. Plans are required to be stamped and wet signed by the professional responsible for their particular expertise and plan preparation. Include the structural design criteria design load for wind, seismic, etc. on the plans. Two (2) complete sets of structural calculations and truss calculations (if applicable) with the architect's or engineer's original wet signature and stamp on both sets of calculations and plans. Calculations must be complete and cross-referenced to plans to provide a clear correlation with each other.

Important Note: If the proposed construction conforms to conventional construction parameters of the California Residential Code, structural calculations and the involvement of a designed professional (Licensed Architect and/or Engineer) may not be required. However, be advised that the conventional construction requirements contained within the California Residential Code are complex and require an individual who is experienced and knowledgeable in basic engineering principles in order to design a compliant structure. Unless the designer is well acquainted with the complexities of the code, we recommend that an experienced design professional be consulted.

Seismic and Wind Design Requirements:

The City of Palm Desert is located within:

Seismic Design Category:

- Category D for the California Building Code - Performance Approach.
- Category D2 for the California Residential Code - Conventional Light Frame Construction (Prescriptive Approach (Braced Walls)

Ultimate Wind Design (R301.2.1.3):

- 110 mph (CRC - Figure R301.2(4)A – Palm Desert is within a Special Wind Region (Figure R301.2(4)B.)
- Wind Exposure
- Exposure B (South of Country Club Dr.)
- Exposure C (North of Country Club Dr.)
- Rainfall per hour: 2 inches per hour (100 year, 60 minute)
- Soil Bearing Pressure: 1500psf (without Soils Report)

Fire Hazard Severity Zone: No [\(See Draft Map FRAP Dated 9/16/2008\)](#)

Residential Fire Sprinklers:

The California Residential Code requires fire sprinkler systems in all new residential units. The new sprinkler requirements do not apply to additions and alterations unless the existing residence has fire sprinklers already installed. For more information, please contact the Fire Marshal's Office (760) 346-1870.

Other Requirements:

- Planning Department. The approval of zoning, lot coverage, set-backs, height, and building design requirement must be obtained prior to plan submittal to the Building Department. Please coordinate directly with the Planning Department at (760) 776-6483.
- Public Works – Grading. A Grading Permit may be required given the size and scope of the project. Please coordinate directly with Public Works – Engineering at (760) 776-6450.
- School Fees. Prior to permit issuance a “Square Footage Verification” form will be provided from the Building Department. While the school fee form is not required for plan review, this administrative item must be addressed prior to the 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
- Business License Department. All contractors and sub-contractors must have a current City of Palm Desert Business License prior to permit issuance per Palm Desert Municipal Code, Title 5.
- A complete and approved sub-contractor list must be submitted to schedule a final inspection. Allow 5-7 business days for business license to process list. Contact the Building and Safety Department if you have any questions at (760) 776-6420.

****All sample drawings within this informational bulletin have not been checked for errors or omissions****