



CITY OF PALM DESERT

Building & Safety Department

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

NEW COMMERCIAL AND INDUSTRIAL 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 different projects, and to offer some guidelines to assist in the various 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 the 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 new construction projects are required to submit two (2) one-sided complete sets of plans, plus one additional site plan and dimensioned floor plan for the Assessor's Department for plan review. Plans shall be a minimum of 11" x 17" and maximum of 24" x 36" with a minimum font of 10 pt.

Plot Plan:

The Plot Plan must be drawn to scale with setbacks identified between the property lines and any existing structures. Show the location of all existing structures on the property. Provide a north arrow. Show the locations of utility meters, driveway locations, drainage path, right-of-ways and easements. All disabled access parking, walkways, drop off areas and path of travel from the right-of-way for every structure on the site. An information box should be placed in the bottom right corner indicating the street address, owner's name and address, and the name of the person preparing the plans.

Foundation Plan:

Provide a plan view of the foundation slab, and cross section of footing details. Note soil type and all allowable soil bearing pressure used for building design. Indicate all steel reinforcement size and location, all hold down hardware locations, anchor bolt sizes and spacing, vapor barrier thickness, etc.

Floor Plan:

Fully dimension and identify all occupied office space, storage, etc. on floor plan. Show width, distance to, and direction of all exits. Show location of panic hardware. Indicate width and distance of all corridors and type of fire resistive construction when required. Show all fixed elements of construction such as walls, partitions, cabinets, etc., on the floor plan. Identify area/occupancy separation walls and fire resistive rating of each on floor plan. Show complete fully dimensioned elevations. Indicate roof pitch and type of roofing. Show details of special or unusual construction or materials. Show details of fire rated construction and include item number of assembly. Provide fully dimension and detailed disabled access information.

Roof Plan:

Truss calculations are required for proposed trussed roof. Truss calculations must be reviewed by the project engineer/architect for compliance with his/her design. If conventionally framed, indicate size, spacing and direction of rafters. Identify roof finish material and sheathing underlayment.

Exterior Elevations:

Provide four (4) exterior elevations identified as front, back, left and right sides. Show doors, windows, finished floor line, exterior finish, and indicate roof pitch. Additionally, if the project was subject to Design Review, indicate all applicable colors and other requirements of the Planning Department.

Required Details:

Provide a cross section (cut view) of proposed job. Show foundation, wall studs, ceiling joists, rafters, roof pitch, etc. Indicate size, spacing, and materials proposed. If ceiling is vaulted, show cross section and structural connections.

Finish Materials:

Finish materials must be outlined or noted to indicate the ceiling, wall, and floor finish materials and types, also the proposed glazing materials including the frame.

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.

Seismic and Wind Design Requirements:

Architects and engineers most common questions are related to the basic requirements for seismic and wind. The City of Palm Desert is located within Seismic Design Category D for projects designed using the CBC and D₂ for projects designed using the CRC. Palm Desert is located in a Special Wind Region. Therefore wind speed is site specific and must be designed by the design professional. If you have any questions regarding these requirements, please call a Plans Examiner at (760) 776-6420.

Plumbing and Mechanical Plans:

Provide plumbing isometric and schematic showing sewer, soil, waste vents, and clean out sizes and material. Show water piping system; pipe sizes, pipe material, to be installed on plumbing floor plans. Show location of all gas meters and all gas piping, including size. Show location of heating and air conditioning equipment including manufacturer's name, model number and weight of equipment. Show all duct locations, material and sizes. Provide the location of all fire dampers in walls, ceilings and equipment. Provide seismic anchorage methods and materials.

Electrical Plans:

Provide a one-line diagram showing service, feeder panel, conductors, disconnect, over current sizes, grounding methods and service load calculation. Provide panel schedule with circuit identification, description of circuits, walls and voltage. Provide fixture schedule and method of support. Detail suspended fixtures. Provide seismic anchorage methods and materials.

State Energy Conservation Information:

All new and existing structures with condition space are required to provide energy calculations that will reduce energy consumption. All required forms shall be on the plans.

Green Building Code:

Plans shall indicate method of verification of compliance with all CALGreen requirements. Third party or other methods shall demonstrate satisfactory conformance with mandatory measures. **Include City's Mandatory Measures Checklist copies onto plans.**

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 here in the City of Palm Desert.