



## **CITY OF PALM DESERT**

### **Building and Safety Division**

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Website: <https://www.palmdesert.gov>

## **RESIDENTIAL ADDITION-ALTERATION-REMODEL-REPAIR PLAN REVIEW SUBMITTAL CHECKLIST #BLDG-CKL-23-0003**

As of January 1, 2022, Building and Safety permits require digital submissions of construction plans and documents. Digital submission can be completed at: [www.pdpermits.com](http://www.pdpermits.com)

For permit fees, questions, or estimates please email: [permitcenter@cityofpalmdesert.org](mailto:permitcenter@cityofpalmdesert.org)

Applicants shall follow the City's Electronic Construction Plan Format and Online Submittal Bulletin when creating or drafting the project. The bulletin is available: [Here](#)

### **MINIMUM SUBMITTAL REQUIREMENTS:**

The construction plans shall include the following, when applicable, or required by the plan review team. Missing any items below may result in the submittal being rejected:

- Completed Building Permit Application
- California Energy and Green Building Documentation
- Title Sheet (REQUIRED)
- Site Plan - The items below must be clearly shown on the Site plan
  - o Must be drawn in black and white only
  - o North Arrow
  - o Scale
  - o Dimenesions
  - o Property lines
  - o Adjacent streets
  - o New and Existing structures must be clearly labeled
- Precise Grading Plan (Only needed for Additions over 1,000 sq. ft. (If applicable))
- Floor Plan
- Roof Plan
- Exterior Elevations and Building Sections
- Architectural Details
- Electrical Plans
- Mechanical Plans
- Plumbing Plans
- Structural plans and calculations

Required calculations shall include but not be limited to:

- Structural design for both all vertical and lateral load-resisting elements (if not conventional).
- Truss calculations and details (signed by the engineer) shall be approved for conformance by the project's licensed design professional. These may be deferred.

## **SUMMARY OF REQUIREMENTS**

The following summary is a general guide when creating a plan set for a residential alteration-addition-remodel-repair for the City of Palm Desert. This checklist serves as the minimum information for the initial plan review. Additional or supplemental information may be required during the review process.

### • **Title Sheet/Cover Sheet**

- The owner's name, address, and telephone number(s).
- A legal description and address, lot/tract name-number, and assessor parcel number.
- A detailed Scope of Work that includes all construction, additions, alterations, and repairs cited on the Building Permit Application.
- Occupancy classification, type of construction, and zoning.
- Fire sprinklers.
- Area tabulations of habitable square feet, covered patio areas, garage, and mechanical areas.
- A complete Sheet Index or Table of Contents.
- A vicinity map with a North arrow covering at least a two-block area locating the project.

#### ☐ Incorporated onto the first sheet of project plans (Copy and Paste):

*2022 California Building Code (CBC)  
2022 California Residential Code (CRC)  
2022 California Electrical Code (CEC)  
2022 California Mechanical Code (CMC)  
2022 California Plumbing Code (CPC)  
2022 California Energy Code (CEC)  
2022 California Green Building Standards Code (CGBC)  
Palm Desert Municipal Code*

#### ☐ Incorporated onto the first sheet of project plans (Copy and Paste):

##### Palm Desert Municipal Code requirements:

- A. Approved temporary sanitary facilities are required (H&S 5416)
- B. Contractor and/or owner shall provide a trash bin (PDMC 8.16)
- C. Building Materials or Debris Storage shall be on the property of the permit. (PDMC 8.70)
- D. The public right-of-way shall always be maintained in a clean condition. (PDMC 8.20)
- E. Address numerals shall comply with PDMC 15.28.
- F. Construction Hours (PDMC 9.24):

**OCTOBER 1<sup>st</sup> THRU APRIL 30<sup>th</sup>    MAY 1<sup>st</sup> THRU SEPTEMBER 30<sup>th</sup>**

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

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

\*\*Violation of the above work hours is a citable offense under PDMC 9.24.070.

- **Site Plan**

- All existing and proposed structures, including all garden and retaining walls. Indicate all required setback distances.
- The location and sizes of all existing and proposed utilities (sewer, gas and electricity).
- The elevations of the building site and surrounding area(s). Indicate site drainage and direction of flow.
- All property lines, easements, and rights of way.
- North arrow.

- **Demolition Plan**

- Provide a demolition plan identifying areas, walls, and roof structures bring removed. Do not overlay the demolition plan onto the proposed Floor Plan.

- **Floor Plan**

- Provide a fully dimensioned or scaled Floor Plan identifying and labeling all rooms and areas.
- Demonstrate existing areas and areas to be remodeled
- Demonstrate and identify interior components, fixed appliances, and
- Provide a wall legend identifying nominal wall size, R-value of insulation, and any fire separation requirements.
- Provide a Door and Window Schedule with U-factor/SHGC information.
- Identify utility meter(s) at the building.

- **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.
- Identify solar ready areas.

- **Exterior Elevation(s)**

- Show the architectural orientations of each direction. Please include building height measurements.
- Exterior wall finishes.
- Roof slope and type of covering.
- Window and door location and types to coincide with the floor plan.

- **Section Plan(s)**

- Show the section architectural, fire, life-safety, and energy components of the building's envelope.
- Please include building height measurements.

- **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....).
- Manufacturer Specifications and Evaluation reports (ICC-ESR).

- **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 and a single-line diagram are required.

Mechanical:

Provide a complete plan identifying new equipment and ducting 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).

- **Structural Plans and Calculations**

- Complete geotechnical and soil reports and evaluations, when applicable. Consult with the City's [Land Development Division](#).

- **Foundation and Framing Plan**

Provide the layout of the foundation and dimensions, footing sizes, columns, hold-downs, anchor bolt sizes, and spacing. Demonstrate the construction of the braced wall, shear wall, and roof framing. Including, but limited to, all beams, joists, rafters, etc. Based on the 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.

*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 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.*

- **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. Plans shall indicate the method of verification of compliance with all applicable CALGreen requirements.

Residential Mandatory Measures and a Construction Waste Management Plan can be found on the City website: [Green Building](#).

- **California Residential Energy Requirements**

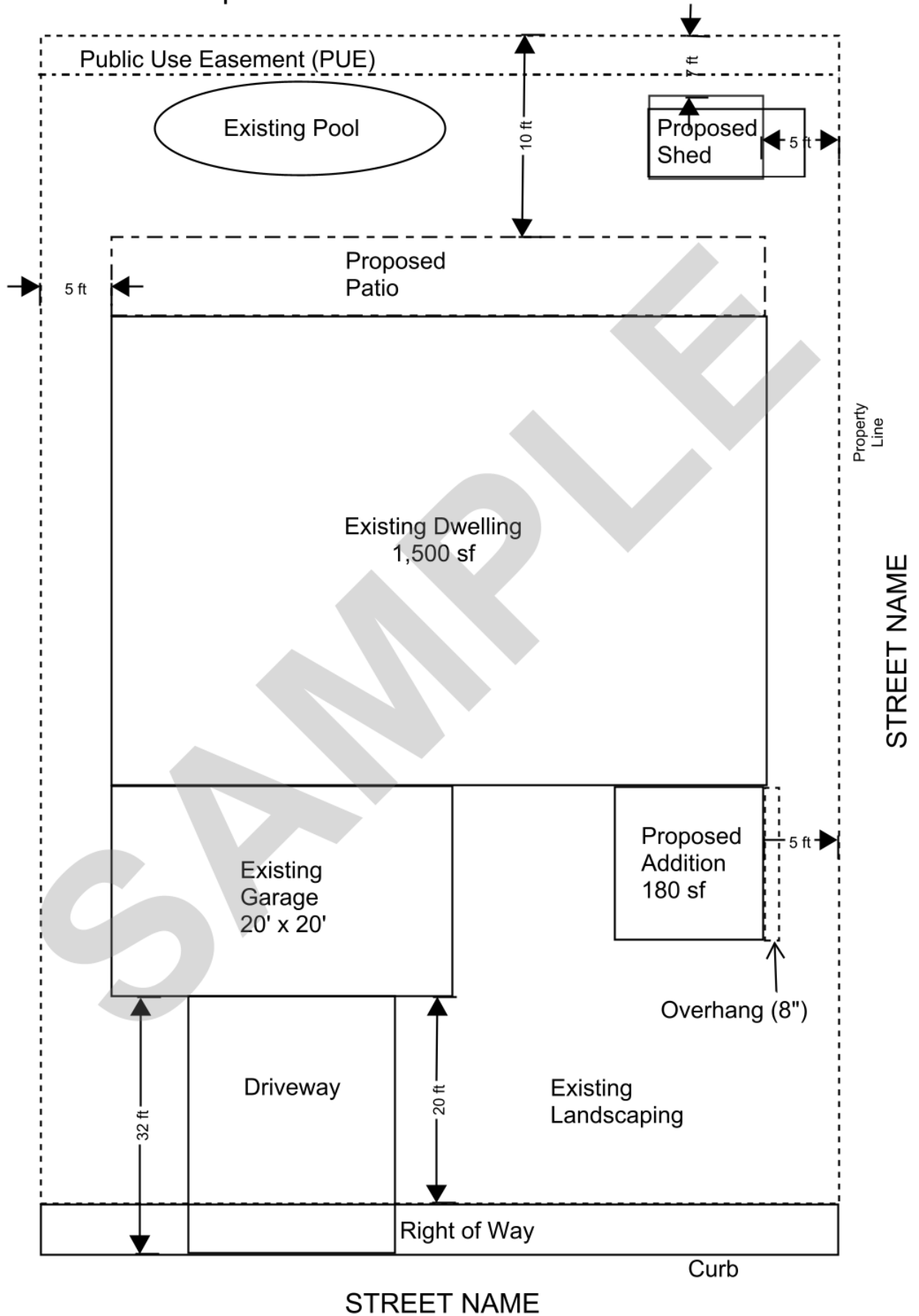
The City of Palm Desert is within Climate Zone 15. Provide the required CF-1R forms that correspond to your project. For more help with forms, compliance manuals, and information please see Energy Code Ace at <http://energycodeace.com/>

**Other Departments or Agencies:**

- [Planning Department](#) for approval of zoning, lot coverage, set-backs, height, and building design requirements may be in conjunction with your plan submittal to the Building Department. Please coordinate directly with the Planning Department at (760) 776-6483
- [Land Development Division](#) for grading permit that may be required given the size and scope of the project. Please coordinate directly at (760) 776-6483.
- Riverside County Fire Marshall's at (760) 863-8886 or <https://rctlma.org/plus-online> for questions on fire sprinklers.
- All contractors and sub-contractors must have a current City of Palm Desert Business License before 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 the business license to process the list. Contact Business Licensing at (442) 325-3954 for applications or Building and Safety at (760) 776-6420 for subcontractor lists.



# Sample Residential Site Plan for Addition



1. Property Owner Name
2. Property Address
3. Assessor's Parcel Number
4. Scope of Work



Scale 1" = 10"  
(Example not to scale)