



# CITY OF PALM DESERT

## Permit Center

73510 Fred Waring Dr, Palm Desert, CA 92260

Phone (760)776-6435 • Email [permitcenter@cityofpalmdesert.org](mailto:permitcenter@cityofpalmdesert.org)

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

## **ELECTRONIC PLAN FORMAT AND ONLINE SUBMITTAL REQUIREMENTS CHECKLIST PC-CKL-23-0001**

As of January 1, 2022, all development related applications require digital submissions of plans and documents. Digital submission can be completed at: [www.pdpermits.com](http://www.pdpermits.com)

### **MINIMUM PLAN FORMAT SPECIFICATIONS**

#### **1. PROJECT COMPILING AND ASSEMBLY**

- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat 8 or newer. Plan files shall be first-generation, vector-based PDFs which have been directly converted from the computer-aided drafting (CAD) applications (i.e., AutoCAD, ArchiCAD, MicroStation, TurboCAD, etc.) in which they were created.
- Photograph's including JPEG, TIFF, PNG files will **NOT** be accepted
- All plan sets and supporting documents must be flattened.
- Plan sets and all supporting documents shall be compiled as separate PDF files for each plan set and supporting document. Do not attach or include the structural calculations, energy documentation, etc. in the plan set file. Plans submitted in this manner will be rejected at submittal.
  - **If the plan set total size exceeds 50 MB** you will be required to create separate PDF's for Mechanical, Electrical and Plumbing plans.

#### **2. PLAN SHEET AND DOCUMENT FORMATTING**

- Scanned Plans (i.e. plans, elevations, sections, details) will not be accepted unless the plan sheet was hand drawn.
- Hand-drawn or scanned plans will not be accepted unless the clarity is equal to the clarity of a digital format. These documents must be viewable in an electronic format as if printed.
  - **See Exhibit 1 (attached)**
- Scanned plans must be scanned to scale.
- All colors must be removed from all plans and documents (except for grey or hatched shading). Licensed design professionals may use colors within their approved signature and stamps.  
**THIS DOES NOT APPLY TO PLANNING SUBMITTALS.**
- Plan sheets and supporting documents must be oriented with the top of the page always at the top left of the monitor and set to landscape. A north arrow must be provided on all plans.

- All supplemental information must be oriented so the top of the page is always at the top of the monitor in either portrait or landscape format based on the supporting documents provided.
- All supplemental information must be sized at 8-1/2" x 11"

**NOTE: Plan sets with various or mixed orientations may be rejected at submittal.**

### **3. PLAN SECURITY AND SIGNATURES**

- PDF document security settings must allow staff to mark up the PDF file and create comments. Electronic signature restriction settings should not be used on forms or drawings.
- When applicable, digitally licensed design professional's stamps, seals, and signatures shall be affixed to plans and documents as required. Scanned seals and signatures will not be accepted during the review process.

### **4. PLAN SUBMITTAL REQUIREMENTS BY DIVISION**

#### ***PLANNING ARCHITECTURAL, ENTITLEMENT, LANDSCAPE DRAWINGS***

- Color submittals are required
- 11" X 17" (Required)
- 1" to 30' scale
- Leave a 2"x4" space at the top right corner of the building plans for City approval Stamp
- Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  - Name of project
  - Plan name and sheet identification number
  - Initial date of drawing and any subsequent revisions
  - Name, address, and phone number of the property owner, applicant, and or authorized agent
  - Name, address, and phone number of the person preparing the exhibit
  - Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.

#### ***ENGINEERING IMPROVEMENT PLANS & TRACT/PARCEL MAPS***

- All plans are required to be on City Title Sheet. You can find the template by clicking on the link below:  
<https://www.palmdesert.gov/our-city/departments/palm-desert-permit-center/land-development-permits>
- All colors must be removed from all plans and documents (with the exception of grey or hatched shading)
- 24" x 36" (Required)
- 18" x 26" for Maps (Required)
- Upon Final Map Approval - Mylar(s) with **WET SIGNATURES** required for recordation
- PDF exhibits must be generated at a prescribed scale as follows:

- Precise Grading (Commercial) - 1" to 20' scale
- Precise Grading (Tract Homes) - 1" to 30' scale
- Precise Grading (Single Family) - 1" to 10' scale
- Sidewalk - 1" to 20' scale
- Signing and Striping - 1" to 40' scale
- Storm Drain - 1" to 40' horizontal, 1" to 4' vertical scale
- Street - 1" to 40' horizontal, 1" to 4' vertical scale
- Rough Grading - 1" to 40' scale
- Final Map - 1" to 40' scale for lot sizes < 10,000 square feet or 1" to 60' scale for lot sizes > 10,000 square feet

## **BUILDING CONSTRUCTION PLANS**

- All colors must be removed from all plans and documents (with the exception of grey or hatched shading)
- Leave a 3"x4" space at the top right corner of the building plans for City approval stamp
- Plan Sheet size format shall be 24" x 36" minimum for large construction and 11" x 17" minimum for minor construction. Plan sizes less than 11"X17" may be rejected unless otherwise directed by Building Official or Plans Examiner. All supplemental information (calculations and specifications) must be sized at 8-1/2" x 11".
- PDF exhibits must be generated at a prescribed scale (i.e. 1/4" = 1'-0", or 1/8" = 1'-0") in order for staff to verify dimensions and areas within the file, using built-in measuring tools.
- 11" x 17" (Minimum) – Minor Construction

## **5. NEW SUBMITTALS (ONLY) THROUGH THE CITY'S ONLINE PORTAL**

When submitting applications through the City's online portal, please complete your information as follows:


Support

### Permit Center Submittals

Permit Center Submittals

<b>From</b>	ENTER YOUR EMAIL ADDRESS HERE <span style="float: right;">ⓘ</span>
<b>Subject</b>	ENTER - NEW SUBMITTAL - ADDRESS/PERMIT TYPE or RESUBMITTAL - PERMIT NUMBER, ADDRESS, BUSINESS NAME
<b>Name</b>	ENTER - THE NAME OF THE CONTACT PERSON
<b>Site Address</b>	ENTER - THE ADDRESS WHERE THE PERMITTED WORK WILL BE PERFORMED
<b>Telephone Number</b>	ENTER - THE CONTACT PERSONS TELEPHONE NUMBER

Thank you for your project submittal. You will receive an email within 1-3 business days with confirmation that documents have been downloaded and a Permit Technician will contact you with additional instructions. Please be sure to check your SPAM folder. If you require further assistance, please call (760) 776-6435 or email [permitcenter@cityofpalmdesert.org](mailto:permitcenter@cityofpalmdesert.org).

## FILE NAMING CONVENTION EXAMPLES FOR NEW APPLICATION

### **BUILDING**

1ST SUBMITTAL- ARCHITECTURAL DRAWINGS  
1ST SUBMITTAL- STRUCTURAL DRAWINGS  
1ST SUBMITTAL- STRUCTURAL CALCULATIONS  
1ST SUBMITTAL- TRUSS CALCULATIONS

### **ENGINEERING**

1ST SUBMITTAL- PRECISE GRADING  
1ST SUBMITTAL- HYDROLOGY STUDY  
1ST SUBMITTAL- GEOTECHNICAL REPORT  
1ST SUBMITTAL- FORM CERTIFICATION  
1ST SUBMITTAL- LETTER OF CERTIFICATION

### **PLANNING**

1ST SUBMITTAL- PRECISE PLAN SET  
1ST SUBMITTAL- TENTATIVE TRACT MAP  
1ST SUBMITTAL- CONDITIONAL USE PERMIT

## 6. **RESUBMITTALS ONLY** FILE NAMING CONVENTIONS THROUGH eTRAKiT

When submitting resubmittals through **eTRAKiT**, please complete your information as follows:

### **INCLUDE PERMIT/PROJECT NUMBER IN EACH ATTACHMENT**

### **BUILDING**

2ND SUBMITTAL – “RESIXX-XXXX” ARCHITECTURAL DRAWINGS  
2ND SUBMITTAL - “RESIXX-XXXX” STRUCTURAL DRAWINGS  
2ND SUBMITTAL - “RESIXX-XXXX” STRUCTURAL CALCULATIONS  
2ND SUBMITTAL - “RESIXX-XXXX” TRUSS CALCULATIONS

### **ENGINEERING**

2ND SUBMITTAL – “PGXX-XXXX” PRECISE GRADING  
2ND SUBMITTAL – “PGXX-XXXX” HYDROLOGY STUDY  
2ND SUBMITTAL – “PGXX-XXXX” GEOTECHNICAL REPORT  
2ND SUBMITTAL – “PGXX-XXXX” FORM CERTIFICATION  
2ND SUBMITTAL - “PGXX-XXXX” LETTER OF CERTIFICATION

### **PLANNING**

2ND SUBMITTAL – “PPXX-XXXX” PRECISE PLAN SET  
2ND SUBMITTAL - “TTMXX-XXXX” TENTATIVE TRACT MAP  
2ND SUBMITTAL - “CUPXX-XXXX” CONDITIONAL USE PERMIT

If you have any questions, please contact the Permit Center at:

Phone (760)776-6435 ▪ Email [permitcenter@cityofpalmdesert.org](mailto:permitcenter@cityofpalmdesert.org)