



COMMERCIAL PLAN CHECK REQUIREMENTS

BEFORE A BUILDING PERMIT WILL BE ISSUED THE FOLLOWING CITY DEPARTMENT APPROVALS MAY APPLY:

- BUILDING & SAFETY DEPARTMENT
- PLANNING DEPARTMENT
- ENGINEERING DEPARTMENT
- ECONOMIC DEVELOPMENT DEPARTMENT
- FIRE DEPARTMENT
- PALM SPRINGS UNIFIED SCHOOL DISTRICT RECEIPT OF PAYMENT, WHEN
- APPLICABLE PROOF OF OWNERSHIP, WITH TAX ASSESSOR'S PARCEL NUMBER (APN).

All commercial plans submitted for plan check must meet the minimum requirements listed below. This will include, but not be limited to, new commercial, commercial additions, and commercial alterations. Defaced, faded and illegible plans will not be accepted.

SUBMIT THREE (3) COMPLETE SETS OF PLANS FOR PLAN CHECK, THE PLANS MUST BE DRAWN ON SUBSTANTIAL PAPER (MINIMUM 36 X 24), CONSISTING OF THE FOLLOWING:

- TITLE SHEET:** Title of name of project, address and APN number of property, owner information, clearly defined scope of work proposed, sheet index or table of contents, code year edition, occupancy classification, use zone, type of construction, occupant load, square footage of building.
- PLOT PLAN:** Draw to scale and show address, indicating all property lines, show existing buildings or location of the proposed new building. Indicate the distance to property lines and all other structures on the property. Show striped parking spacing, accessible parking spacing and accessible route to building's front entrance. Indicate type of construction, type of occupancy and occupant load.
- FOUNDATION PLAN:** Draw to scale, consisting of fully dimensioned plans showing all footing locations, pier and footing sizes. Foundation details shall indicate size, width and depth of footings. Indicate anchor bolt size, spacing and type. Show slab thickness (mesh and visqueen type and size, if required).
- FLOOR PLAN:** Draw to scale. Indicate all openings, doors, window sizes and header sizes. Identify all rooms. Indicate all electrical switches, lights, outlets, subpanels and location of the main service. Show location, of furnace unit, AC unit and water heater. Indicate all ceiling and floor joist size, spacing, and direction. Show location of accessible restrooms with all details pertaining to Title 24 part 2 (Accessibility Standards).
- FRAMING CROSS SECTIONS:** Indicate wall framing sizes and spacing. Indicate rafter sizes and spacing, ceiling and floor joist size and spacing. Indicate all header, beam and girder sizes. Indicate size and type of top and bottom plates. Indicate all bracing and shear walls, which reflect lateral bracing. Indicate footing sizes with anchor bolt spacing and size. Indicate all wall, floor and ceiling insulation type, thickness and R-value. Indicate type and size of interior and exterior wall finishes. Indicate roof pitch, type and size of roof and floor sheathing and roofing material. Indicate size and spacing of purlins. Show size of ridge and hip rafters sizes.
- PLUMBING PLANS:** Provide a one line plumbing diagram showing sewer, soil, waste, vents, cleanouts, type of material, and indicate size of all material. Show sewer outlet or septic tank system location on plot plan with the required 100% future expansion. Show location of water meter and all service piping to building on plans. Show location of all gas meter and all gas piping outlets. Show location of HVAC system, its BTU rating and size gas piping according to the Uniform Plumbing Code.

- ❑ **ELECTRICAL PLANS:** Provide a one line electrical diagram showing main service, sub panels, feeder sizes, conductors, disconnects, watts and voltage, overcurrent sizes and grounding and bonding. Indicate type and sizes of all wiring. Provide fixture schedule, method of support and details.
- ❑ **MECHANICAL PLANS:** Provide a one line mechanical diagram showing location and size of HVAC system, ducting location, material and size, show location of compressor equipment, and fire dampers if required.
- ❑ **DETAILS:** Show sufficient details on the plans to clearly explain all structural connections.
- ❑ **ELEVATIONS:** Show front, rear, left and right sides, of the proposed building and indicate exterior finishes. Indicate direction each elevation faces; north, south, etc.
- ❑ **ROOF PLAN:** Indicate roof pitch and roofing material. If tile or wood shake or wood shingle, submit the I.C.C. approval number. Indicate all hips, valleys, ridge and purlins. Indicate sheathing type and thickness. If mechanical equipment is placed on the roof, the mechanical equipment shall be obscured from view.
- ❑ **TRUSS PLAN: (130mph)** If trusses are to be used, submit two complete sets of truss plans from the roof truss company including a roof truss layout. Submit the I.C.C. approval number of the inspection agency performing the in-plant inspections on the trusses.
- ❑ **ENERGY CALCULATIONS:** Submit two complete sets of energy calculations showing compliance with Title 24 Energy Regulations for non-residential buildings.
- ❑ **ENGINEERING CALCULATIONS:** If engineering calculations are required due to the type of construction, submit two complete sets of engineering calculations with the engineer's original wet signature on both sets. The building plans and calculations must correlate.
- ❑ **GRADING PLANS:** If more than 50 cubic yards of earth are moved, or one foot of fill is used, or if you have a 2' cut, a separate grading permit will be required. Submit through the Public Works Department. Three complete sets of grading plans and two preliminary soils reports for plan check. A final compaction report and letter of pad certification must be submitted to the Building Division prior to footing inspection.
- ❑ **SEISMIC PLANS:** Seismic Safety deals with buildings that are unreinforced masonry bearing wall construction. In 1986, California enacted a law (SB 547) that required local governments in Seismic Zone 4(D) to inventory unreinforced masonry (URM) buildings, to establish a URM loss reduction program and report progress to the state by 1990. Each local government was allowed to tailor their program to their own specifications.
- ❑ **ADA:** The proposed tenant improvement must comply with the regulations for the accommodation of the disabled. Submit details for all handicapped regulations that apply.
- ❑ **PLAN CHECK FEES:** A deposit for plan check fees must be paid at the time plans are submitted for plan check.
- ❑ **PLANNING:** All Planning conditions from the Planning Commission shall be incorporated in the new projects building plans.
- ❑ **APPROVALS:** Before the building permit will be issued, all plans will be approved by all applicable City Departments (Building & Safety, Planning, Engineering, Economic Development and Fire Department). Applicant will obtain the Palm Springs Unified School District Receipt of Payment when applicable, and proof of ownership with Tax Assessor's Parcel Number (APN).
- ❑ **INSPECTIONS:** Request for building inspections can be received in the office of Building and Safety by 2pm the day before the requested inspection.