



## NEW RESIDENTIAL & ROOM ADDITION 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 residential plans submitted for plan check must meet the minimum requirements listed below. This will include, but not be limited to, new dwellings, townhouses, condominiums, tracts, additions, garages, and all detached buildings on residential property. Defaced, faded and illegible plans will not be accepted.

**SUBMIT THREE (3) COMPLETE SETS OF PLANS FOR PLAN CHECK. THE PLANS MUST BE FULLY DIMENSIONED, STAPLED, DRAWN TO SCALE, AND BE OF SUFFICIENT SIZE AND CLARITY TO INDICATE THE LOCATION, NATURE, AND EXTENT OF THE WORK PROPOSED AND SHOW IN DETAIL THAT IT WILL CONFORM TO THE PROVISIONS OF THIS CODE AND RELEVANT LAWS, ORDINANCES, RULES, AND REGULATIONS. PLANS SHALL CONSIST 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. *(See attached example)*
- PLOT PLAN:** Draw to scale with address, indicating all property lines, show existing buildings and location of the proposed new building. Indicate the distance to property lines and all other structures on the property. Indicate square footage of all existing structures and the square footage of the property. Indicate the utility and sewer locations. *(See attached example)*
- 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 rebar pattern. Show slab thickness (mesh and visqueen type and size, if required). *(See attached example)*
- FLOOR PLAN:** Draw to scale. Indicate all openings, doors, window sizes, and header sizes. Identify all rooms. Indicate all electrical switches, lights, outlets and location of main service. Indicate all plumbing fixtures. Indicate the location, make, model number and size of the furnace unit, AC unit and water heater. Indicate all ceiling and floor joist size and spacing, and direction on the floor plan. Indicate all mandatory features and devices on the floor plans as required by Title 24. *(See attached example)*

- ❑ **FRAMING CROSS SECTION:** 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. Indicate all wall, floor and ceiling insulation type, thickness and R-value. Indicate type and size of interior and exterior wall finish. Indicate roof pitch, type and size of roof and floor sheathing and roofing material. Indicate wall bracing, purlins, roof rafters, and ridge. *(See attached example)*
- ❑ **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. Indicate direction each elevation faces; north, south, etc. Indicate all exterior finishes. *(See attached example)*
- ❑ **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. *(See attached example)*
- ❑ **TRUSS PLAN (100mph):** If trusses are to be used, submit two complete sets of truss plans from the roof truss company including a roof truss layout. Truss plans must be stamped by the engineer of the truss manufacturer AND the engineer of Record for the entire structure. Or if conventionally framed indicate size, spacing, and direction of rafters. Identify roof finish material and sheathing underlayment.
- ❑ **ENERGY CALCULATIONS:** Submit two complete sets of energy calculations showing compliance with Title 24, Energy Regulations for residential buildings. Energy calculations must also be “sticky backed” into the main plan set body.
- ❑ **GREEN CODE REQUIREMENTS:** Mandatory measures must be included into plan set.
- ❑ **ENGINEERING CALCULATIONS:** If engineering calculations are required by plan check, or 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 plans and calculations must correlate.
- ❑ **GRADING PLANS:** Submit three complete sets of grading plans and two preliminary soils reports to the **Public Works Department** for plan check. A final compaction report and letter of pad certification must be submitted to the Building Division prior to the footing inspection.
- ❑ **PLAN CHECK FEES:** A plan check deposit will be required at the time plans are submitted for plan check.
- ❑ **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.