



City of Palm Springs

Building & Safety Department

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Commonly Missed Items on Plan Review

Submitting complete, accurate building plans will ensure your building permit is issued in a timely manner. Below is a list of the commonly missed items when submitting supporting documents for a Plan Review.

Architectural (Commercial)

- Clear and complete code analysis – including but not limited to:
 - Codes/year of design
 - Type of construction
 - Occupancy classification
 - Occupant Load and Load Factor used
 - Allowable/Actual floor area
 - Allowable/Actual Building height
 - Allowable/Actual stories
 - Exit analysis
 - Fire resistive requirements
 - Plumbing fixture analysis – Required/Provided
- Scope of Work – Clearly identified
- Demolition plan for alterations/remodels
- Wall types – Both on the plans and in a schedule
- Egress plan
 - Common path of travel measurements
 - Exit access travel distances
 - Occupant load using specific exits
- Emergency lighting and exit signs
 - Fixture schedule
 - Location on plans
- Interior finish materials
 - Materials not identified
 - Test certificates not provided for Class A and B materials
- Accessibility
 - Accessible routes
 - Floor plans with elevations
 - Restroom details
 - Kitchen details
- Fully dimensioned floor plans
- Deferred submittals and separate permits required notes

Electrical

- Plans not signed by the C-2 Trade Qualifier.
- No Sheet Index.

- Sinks not identified on the power plan.
- GFCI protection is required for any receptacle within 6-feet of a sink. This is for any receptacle within 6-feet of sink, not just counter receptacles.
- Provide an “approved degree of detail,” per Article 408.4(A), for panel circuits. The building occupant needs to be able to distinguish one circuit from another and have a reasonable idea of what it controls.
- SCOPE OF WORK - Work description on permit application is missing or vague.
- Circuiting not identified on the power plan.
- Circuiting not identified on the lighting plan.
- Circuit identification using term “FACP” is not allowed. Label the fire alarm circuit as “FIRE ALARM CIRCUIT.” Note: NFPA-72 also requires the words “FIRE ALARM” for this circuit identification. Abbreviations (solely) are not allowed for this item. Do not use “FACP.”
- Lack of digital signature per NAC 625.610.

Mechanical and Plumbing

- Food Service Drawings not included with plan set.
- Plumbing fixtures are not watersense certified and do not show compliance with our amendments.
- Lack of vents for floor drains.
- Condensate drains not provided/shown.
- Location of safety devices for water heater, (IE) t&p, vacuum relief valves, etc.
- Failure to identify table used for gas pipe sizing.
- Not providing equipment schedule for plumbing or mechanical systems.
- Not providing backflow prevention for beverage dispensers, coffee makers, etc.
- Not providing temperature limiting devices for public lavatories.
- Not identifying dryer duct material, size, length and termination point – and justification if over 14 feet.
- Lack of digital signature per NAC 625.610.

Architectural (Residential)

- Clear and complete code analysis
 - Codes/year of design
 - Type of construction
 - Actual floor area – livable (per story), garage, basement, balcony, patios, porches, etc.
 - Actual building height
 - Actual stories
 - Fire resistive requirements
- Fully dimensioned floor plans with all spaces labeled
- Manual J, Manual S, and RESCheck
- Fire sprinklers (Required/Not Required) with backup documentation
- No sheet index
- SD and CM detectors
- Gas line isometric for entire house to include gas line sizes, BTU’s of appliances, total BTU’s and total developed length
- Whole house ventilation
- Missing or incomplete electrical load calculations
- Missing GFCI and AFCI receptacles
- Plumbing – Point of connection, sizes, and types of materials used for sewer and water

Structural

- Update Structure Notes sheet to note material specifications ($f'c$, $f'm$, E, etc.), required special inspection (concrete, masonry, steel, etc.), reference the Geotechnical report (Company name, report number, date), list all deferred submittal items (trusses, joists, stairs, etc.), state the slab on grade is structural if applicable and not the design loads stated under IBC section 1603.1.
- Provide a digital signature in addition to the EOR electronic stamp. A digital signature is required on the 1st sheet of the structural plans at minimum. All other sheets may contain the electronic stamp and electronic signature only. For calculations only the cover sheet requires a digital signature and electronic stamp.
- Structural Calculations were uploaded with Structural Plans as one document.