



PERMIT INFORMATION

**It is tenant responsibility to verify and follow all required processes.
The below information is offered as guidance only.**

BUILDING PERMITS:

Building Permits are required for new residential or commercial construction, remodeling, or additions. For additional information contact the Building and Safety Department online_or at (760) 776-6420

Permit information is available here:

<http://www.cityofpalmdesert.org/Index.aspx?page=30>

- Permit Submittal forms are available on the website link above
- The city requires 2 sets of sealed drawings with all applicable supporting documents included.
- Specific parameters as to drawings to submit are at this link: <http://www.cityofpalmdesert.org/Index.aspx?page=468> Choose the “Submittal Requirements for New Construction” form.
- Permits take average of 30 day review time.
- Sprinkler: Sprinkler reviews can be submitted to the fire department at the city offices. 2 weeks review time.
- Fire Alarm: Verify with mall rules and regs.
- Contact Russell Grance (below) to discuss process and submittal requirements.

Russell Grance
City of Palm Desert
Director of Building & Safety
rgrance@cityofpalmdesert.org
73-510 Fred Waring Drive
Palm Desert, CA 92260
760-346-0611

CITY PLANNING REVIEW:

- Any storefront that faces ‘Street-side’ to El Paseo, Larkspur, San Pablo, or Lupine, will require Planning Department approval. Submittal and Review requirements will be dependent upon the scope of work for any changes to the Storefront.
 - o New construction (new buildout of a storefront).
 - o Modifications to storefront Colors, Materials, Windows, Doors, etc.
 - o New awnings on existing storefronts (possibly color changes to existing awnings).
 - o New signage should be part of the submittal to Planning Dept.
 - o Contact Ryan Stendell to discuss process and submittal requirements.



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Ryan Stendell
City of Palm Desert
Community Development Planner
rstendell@cityofpalmdesert.org
73-510 Fred Waring Drive
Palm Desert, CA 92260
760-346-0611

HEALTH PERMIT - Riverside County - Health Department:

It is tenant responsibility to verify and follow all required processes. The below information is offered as guidance only.

<http://www.rivcoeh.org/>

It is recommended by the Health Department that new businesses utilize the 'Business Ambassador Team' for guidance through the process.

- 15-30 days typical. It is a concurrent review with building dept.

Their Business Ambassador Team link is listed below:

http://www.rivcoeh.org/Portals/0/documents/guidance/bat_flyer.pdf

- You must obtain plan approval for any type of food facility in Riverside County prior to the Building Department issuing permits. Plan approval is required for the following;
 - o Construction of any new facility
 - o Remodeling or expanding
 - o Changing equipment, equipment replacement, or equipment additions
 - o Conversion of a non-food to a food facility

Guidelines form is available here:

http://www.rivcoeh.org/Portals/0/documents/guidance/food_fixed/Plan%20Check%20Permit%20Reqs.pdf