



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 commercial construction, remodeling, or additions. For additional information contact Building and Safety Department 760-346-0611

Permit information is available here:

[Building and Safety | City of Palm Desert](#)

- 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: [Building & Safety Plan Review | City of Palm Desert](#)
Choose Tenant Improvements- "Submittal Requirements" form.
- Permits take average of 30 day review time.
- Sprinkler: Sprinkler reviews can be submitted to the fire department at the city offices. 2-4 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 760-346-0611
Director of Building & Safety
rgrance@cityofpalmdesert.org

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.

Ryan Stendell
Director of Community Development
Ph: 760.346.0611 Direct: 760.776.6386
rstendell@cityofpalmdesert.org



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HEALTH PERMIT - Riverside County - Health Department:

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<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/Forms>