



**COMMUNITY DEVELOPMENT/
BUILDING & SAFETY**
100 Civic Center Mall
Indio, CA 92202
(760)342-6541

Plan Submittal Update Checklist
**(Applicable to New Structures and Additions
or Tenant Improvements Over 1000 sf)**

**** NOTICE TO ALL APPLICANTS ****

**PLANS SUBMITTED FOR INITIAL PLAN REVIEW
ARE CONSIDERED INCOMPLETE AND WILL NOT
BE ACCEPTED FOR REVIEW UNLESS ALL
OF THE FOLLOWING ARE INCLUDED
IN THE SUBMITTAL.**

MINIMUM CRITERIA CHECKLIST:

NOTE: SEE ATTACHED "PLAN SUBMITTAL REQUIREMENTS."

ENGINEERED PLANS

All structural plans designed by a registered engineer or licensed architect per UBC 106.3.2 except when ALL of the following apply:

- The building has a single roof level.
- The building is under 1500 square foot of habitable space.
- The building is a single family dwelling or is a tenant improvement.
- The building is not unusually shaped (see also UBC 2320).
- The building does not have any large or expansive openings (see conventional bracing provisions UBC 2320).
- The building does not meet UBC 2320 conventional bracing provisions (4' braced panels each corner and every 25' in both directions).

PLUMBING PLANS

Complete plumbing plans are required to include the following:

- Plumbing isometrics are required.
- Gas piping analysis with maximum length and load on system per UPC Chapter 12 is required.
- Waste pipe sizing per UPC Chapter 7 except single family dwellings.
- Meter location and piping material (or anticipated location if not located by gas co).
- Water/waste/gas piping plan is required.

□ **ELECTRICAL PLANS**

Complete electrical plans per NEC 81-2 are required to include the following:

- Panel load calculations per NEC 220 are required for commercial buildings.
- Power and lighting plan.
- Panel schedule required except single family dwellings.
- Location of panel and meter (or anticipated location if not located by electrical co).
- Grounding of electrical meter per NEC 250.

□ **MECHANICAL PLANS**

Complete mechanical plans per UMC 113.2 are required to include the following:

- Mechanical duct layout required.
- Mechanical system platform/access/lighting per UMC 305.0, 1106.3, & 1106.4.
- Location of compressors and furnaces.
- See also "Energy Compliance" section below.
- Manufacturer, model, and BTU/tonnage on plans.

□ **STANDARD FORMAT**

Plans shall be laid out per industry standards per UBC 106.3.3 including the following:

- Proper detail referencing and location of details and notes.
- Structural information laid out in a logical manner (see attached "**Plan Submittal Requirements**").
- Details are recommended instead of notes.

□ **STRUCTURAL DETAILS**

Connections shall be clearly referenced on plans per UBC 106.3.3 including:

- Shear/lateral load connection/transfer and drag/collector elements per UBC 1633.2.5 and 1633.2.6.
- Post and beam connections per UBC 2314.
- Special connections such as to existing structures or unique conditions.
- Roof/floor framing, foundation, and shear walls.
- Structural notes including soils inspection of footings and deputy inspection.
- Other connections

□ **ENERGY COMPLIANCE**

Energy compliance CF-1R and MF-1R forms with energy information on plans per Title 24, Part 1, Section 10-103(a)2A of the Code of Regulations including:

- U and SHGC glazing values.
- Water heater efficiency and insulation.
- Pipe insulation detail for water heater where noted on energy forms.
- Insulation consistent with energy forms.
- Radiant barrier, thermal mass, and other energy measures consistent with energy forms.
- TXV and sealed ducts should be noted required on first sheet of plans (if required).

□ **SUPPORT DOCUMENTS**

Submit all structural calculations, soils reports, energy calculations, and truss calculations and verify the following are done:

- If applicable where a soils report has been done, a current soils report within one year or submit addendum letter is required.
- Truss package shall have engineer of record acknowledgement or stamp/signature indicating review.

□ **DISABLED ACCESS**

Commercial and covered multifamily dwellings shall have disabled access features shown on plans including:

- Accessible bathroom detail per CBC 1115B (elevation and plan view).
- Accessible signage information including Braille/tactile signage per CBC 1117B.
- Delineated path of travel from public way and parking to primary building entrance per CBC 1114B.2.1.
- Submit civil plans to verify accessible path of travel shown is consistent.
- Accessible parking with current 2001 CBC 1129B.4 "NO PARKING" in loading zone and no curb ramp.
- Accessible ramp/curb ramp details as applicable.
- Accessible work stations per CBC 1122B.
- Other accessible information as required.

For faster processing, please include all the above in your initial submittal. Thank you for your assistance.

Approved by Indio Building Department

August 2003