



69825 Highway 111
Rancho Mirage, CA 92270
•Phone (760) 202-9253 •Fax (760) 324-8169

BUILDING DIVISION INFORMATION

- Building Division is open Monday through Friday from 7:00 A.M. – 5:00 P.M.
- No construction on Sundays and holidays (New Year's, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas)
- Work hours are 7:00 A.M. – 7:00 P.M., Monday – Saturday. No special permit required.
- **CODES FOR ALL PLANS:** 2013 CALIFORNIA BUILDING, PLUMBING, MECHANICAL, ELECTRICAL CODES.
- **CALCS FOR ALL PLANS:** TWO (2) SETS: ENERGY, CLIMATE ZONE 15; STRUCTURAL, 85 MPH WIND SPEED.
- TWO (2) SETS OF TRUSS CALCULATIONS (IF APPLICABLE) WITH LETTER OF APPROVAL FROM ENGINEER OF RECORD.
- **COMMERCIAL PLANS:** SUBMIT TWO (2) WET-SIGNED SETS: ARCHITECTURAL, MECHANICAL, ELECTRIC, PLUMBING, & STRUCTURAL SHEETS; TWO (2) ADDITIONAL SETS TO FIRE DEPARTMENT & HEALTH DEPARTMENT (IF APPLICABLE); TWO (2) SETS OF TRUSS CALCULATIONS (IF APPLICABLE) WITH LETTER OF APPROVAL FROM ENGINEER OF RECORD. PLEASE SUBMIT ONE (1) ASSESSOR SET TO INCLUDE COVER SHEET, FLOOR PLAN & SITE PLAN.
- **RESIDENTIAL PLANS:** SUBMIT TWO (2) WET-SIGNED SETS: ARCHITECTURAL, MECHANICAL, ELECTRIC, PLUMBING, STRUCTURAL SHEETS; TWO (2) SETS OF TRUSS CALCULATIONS (IF APPLICABLE) WITH LETTER OF APPROVAL FROM ENGINEER OF RECORD. PLEASE SUBMIT ONE (1) ASSESSOR SET TO INCLUDE COVER SHEET, FLOOR PLAN & SITE PLAN.
- **SEPARATE BUILDING PERMITS NECESSARY FOR:**
 - POOL AND SPA
 - BLOCK WALLS OVER THIRTY (3) INCHES IN HEIGHT
 - ALL RETAINING WALLS (INCLUDING CALCULATIONS FROM ENGINEER)
- **UTILITY CONTACT NUMBERS:** **DIG ALERT/UNDERGROUND SERVICE ALERT 1-800-227-2600**

Southern California Edison (Electric)	800-684-8123
Imperial Irrigation District (Electric)	760.398.5811 (north of Frank Sinatra Drive & east of Bob Hope Drive)
Southern California Gas	800-427-2200
Verizon (Phone)	800-483-4000 – New Service Residential 800-483-5000 – Business
Coachella Valley Water District	760-398-2651 – Meter Set Department and also report a leak
Riverside County Health Department	760-320-1048 – (Pools/Food) – 554 S. Paseo Dorotea, Palm Springs 92264
Riverside County Health Department	760-863-7570 (Septic Systems) – 47950 Arabia Street, Suite A, Indio 92201
Riverside County Fire	760-324-4511 – Cathey Mattingly x307
Waste Management (Burrtec)	760-340-2113
Time Warner Cable	760-340-2225
Riverside County Sheriff Department	760-836-1600 – 73705 Gerald Ford Drive, Palm Desert 92260
- **ATTENTION CONTRACTORS: You Must Be Prepared With:**
 - Proof of Contractor's License
 - Current City Business License & Worker's Compensation (have name of Carrier & Policy available, unless you sign exempt)
 - If your agent or employee is obtaining the permit(s), you must furnish the City with a **notarized** letter naming those allowed to obtain permits for your business.
- **ATTENTION PROPERTY OWNERS:**

If anyone other than you or your contractor is obtaining the permits, you must furnish the City with a notarized letter naming the agent(s) allowed to obtain permits for your property.