



City of La Quinta

P.O. BOX 1504

LA QUINTA, CALIFORNIA 92247-1504

78-495 CALLE TAMPICO

LA QUINTA, CALIFORNIA 92253

BUILDING & SAFETY DEPARTMENT

(760) 777-7012

FAX (760) 777-7011

To: All Developers
From: Greg Butler, Building & Safety Manager
Date: January 3, 2002 (Revised January 26, 2005)
Subject: Sequence Sheet Processing

As you are well aware, this is an extremely busy time for construction in La Quinta. In spite of that, the Building Department staff desires to work efficiently at processing your requests for building permits. To that end, it is necessary to clarify our policy for the processing of Sequence Sheets.

Sequence Sheets are, in effect, applications for building permits and as such shall contain the following information per the 1997 Uniform Administrative Code, §302:

- 1) Property owner's name and complete address
- 2) Builder's name, complete address, and State license number
- 3) Tract number
- 4) For each house:
 - a) Lot number
 - b) Plan type (including elevation & option designations)
 - c) Street address
 - d) Assessor's Parcel Number
 - e) Living area square footage

Sequence Sheets may be submitted at any time; however incomplete Sequence Sheets will not be processed. Please see Sample Sequence Sheet on the following sheet for an example of the required information.

Building Permits will not be issued until approval has been granted by the Public Works and Community Development Departments. Approval from Public Works Department will not be granted until they have received, reviewed, and approved Pad Elevation Certifications. Approval from Community Development Department will not be granted until the Precise Plan is approved.

Building Permit Fee Summary Sheets (also serving as school fee letters) will be provided only **after** Community Development Department approval is received by the Building Department.

Thank you for your cooperation in this matter. If you have any questions regarding this process, please direct them to the Building Department at (760) 777-7012.

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SAMPLE SEQUENCE SHEET

Date: *(application date)*

Owner: ABC Developers, Inc
P.O. Box xxx
Yourtown, CA 9xxxx

Builder: XYZ Builders
1234 Anyold St.
Mytown, CA 9xxxx
CSLB #123456 *(state contractor*

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Project: **5 SFD (Tract 29xxx-1) Lots 16-20**

Lot	Plan Type*	Living Area (Sq. Ft.)	Address	Assessor's Parcel Number
16	3B	2,534	51-125 Via Tierra	778-050-036
17	1C	1,941	51-145 Via Tierra	778-050-037
18	2AR	2,217	79-550 Calle del Mar	778-050-002
19	1A	1,941	79-560 Calle del Mar	778-050-003
20	3C	2,534	79-570 Calle del Mar	778-050-004

* Example: 2 (denotes Plan type)
A (denotes Elevation type)
R (denotes Reverse plan)

Note: The information shown on this sample sequence sheet represents the minimum information required to process building permits. The formatting is general and may be varied, provided the required information is included.

(For tract housing building permits in the city of La Quinta, CA)