



2020-2023 RESIDENTIAL PROJECT BUILDING PERMIT SUBMITTAL CHECKLIST

This submittal checklist is required to be completed by the applicant prior to submittal with all applicable sheets identified in columns provided and will be used to ensure that all items and sufficient detail are included before accepted for review. APPLICANT SIGNATURE REQUIRED ON PAGE 4

All construction drawings shall comply with the minimum requirements of the following codes effective January 1, 2020
PLEASE NOTE: THE CITY OF SOUTH LAKE TAHOE IS DESIGNATED AS VERY HIGH FIRE HAZARD SEVERITY ZONE

2019 California Residential Code (CRC)	2019 California Fire Code (CFC)
2019 California Plumbing Code (CPC)	2019 Residential and Non-Residential Energy Standards (T24)
2019 California Mechanical Code (CMC)	2019 CAL Green
2019 California Electrical Code (CEC)	City Ordinances and State Laws

DESIGN CRITERIA

Minimum soil bearing 1,500 PSF Ground Snow Load: 150 PSF Seismic Design Category: D Frost Line Depth: 18 inches Climate Zone: 16 Ice Barrier Underlayment Required	Wind Design Speed (ASCE 7-10): <ul style="list-style-type: none"> • Risk Category 1: 110 mph • Risk Category 2: 120 mph • Risk Category 3: 130 mph • Risk Category 4: 130 mph Termites: Yes
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DIGITAL PLAN REVIEW SUBMITTAL REQUIREMENTS

All submittals must be complete and correct before they are submitted. If they are not, they will be rejected during the processing stage. [Dropbox](#) and/or [Google Drive](#) links are encouraged if emailing as large file sizes. PDF submittals must be complete with all required documents, clearly labeled, and emailed in a single email to: PlanSubmittal@CityofSLT.US Or hand delivered to the Building Department on a single flash drive or CD.

Applicant Use:
 Included N/A

Project Intake Completeness Checklist

Staff Use Only:
 Included Missing

PDF #1 - All city applications and checklists combined into one (1) single PDF by applicant.
File to be named: Address_Permit#_PC1_CityApplications

PDF #1 -
Application

	Residential Project Building Permit Submittal Checklist	This Form		
	Permit Worksheets	Page 6 & 7 of this form		
	Credit Card Authorization Form	Page 8 on this form		

PDF #2 - All plan sheets combined and in order on one (1) single PDF by applicant
File to be named: Address_Permit#_PC1_Plans

PDF#2 -
Plans

	100% Complete Construction Drawings and Specifications, cross-referenced and coordinated among all disciplines			
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PDF #3 - Supporting Documents on one (1) single PDF with cover page by applicant
File to be named: Address_Permit#_PC1_SupDocs

PDF #3 Supporting Documents

	Cover Sheet for Supporting Documents (filled out by applicant)	Click here for link		
	Geotechnical Investigations - Reporting CBC 1803.6 TBD by EOR			
	Structural/Engineering Calculations (if applicable)			
	T24's-Energy Code Compliance Documentation (if applicable)			
	Truss Calculations and Shop Drawings (if applicable)			
	MWELO forms (New Single Family Dwellings and projects proposing to rehabilitate landscaping)	Click here for link		
	Allocation Letter of Acceptance			
	Liberty Letter of Approval or stamps on plans (if applicable)			
	HOA Approval Letter (if applicable)			
	Special Inspection and Testing Form (if applicable)	Click here for link		

PDF #4 - TRPA applications and supporting TRPA documentation on one (1) single PDF by applicant
File to be named: Address_Permit#_PC1_TRPA

PDF #4
TRPA Applicable Application

	TRPA Qualified Exempt OR TRPA Residential Application	Click on applicable link		
	BMP Calculation Spreadsheet (Required to be in Color)	Click here for Link		
	Findings - <i>required for all Add/Modify/NSFD Projects</i>	Click here for Link		
	Coverage & Land Capability Verification <i>required for all Add/Modify/NSFD Projects</i> **Site Assessment or TRPA Stamped Plans Required			

Important Note(s):

- **Only California licensed design professionals can design three story dwellings**
- **Deferred submittal items are required to be listed on the title or cover sheet of the plans, and must include a schedule and the anticipated date for submittal of each deferred item with the following Deferred Submittal Policy Statement on the plans:**
 - **Documents for deferred submittal items shall include a statement by the architect or engineer of record in responsible charge indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building.**
 - **All deferred submittals require separate plan reviews and permit issuance. Additional fees will apply based upon valuation and fee schedule in effect of time of actual submittals.**
 - **Two sets of documents and one PDF are required to be submitted to The City of South Lake Tahoe Building Division in a timely manner, but not less than 30 business days prior to installation. This will avoid delays in construction due to review and issuance.**

Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant

1. General Information (cover sheet):	Sheet #
Project name, address and Assessor Parcel Number (APN), project owner's name, address and phone number, name, title, address, phone number of design professional	
List of Current applicable codes	
Occupancy group(s) and type of construction, fire sprinklers	
Gross square footage for each separate occupancy classification	
Detailed description of scope of work	
Index of drawings and all sheets numbered	
Special Inspection Program: Identify each item requiring special inspection considering items such as excavation and filling, compaction, embedded anchors, structural masonry, welding, high strength bolts, etc	
2. Plot/Site Plan	Sheet #
Plot/Site Plan drawn to 1:8/1:10 scale. Lot dimension showing whole parcel and all property lines including parcel square footage	
Building footprint-providing dimensions of all structures and distance to property lines	
Fencing, existing or proposed, with description of material and height (notify Planning Dept. of new installations)	
Site Plan with Topographic Survey with existing topographic contour lines at 2-foot intervals and proposed finish topographic contour lines at 2-foot intervals	
Identify all property corners, setback lines, and recorded easements	
Provide Defensible Space plan identifying trees to be removed /trimmed /remain, include details for methods of compliance: Tree trimming, tree spacing, and undergrowth allowance	
A grading plan, showing the present contours of the land, the proposed final grade and location of improvements and details of drainage structures, walls, cribbing, surface protection and landscaping	
3. TRPA Requirements	Sheet #
Proposed and existing land coverage calculations by Land Capability District (with breakdown for type of coverage, i.e. buildings, paving, decks, walks, sheds etc.) –if more than one land capability, amount of coverage in each zone	
BMP's (Best Management Practices) temporary and permanent, including BMP calculations for sizing, label and location of each BMP and details of each type of BMP. See also http://tahoebmp.org/bmphandbook.aspx	
Elevation of the highest roof ridge and lowest elevation of foundation wall/pier at natural grade, with the allowable height from TRPA's table 37.3.1-1, show roof pitch and slope of building site	
Baily's or IPES score and allowable coverage. Include Site Assessment letter and site plan if applicable	
Location and dimensions of proposed structures including overhang coverage reductions at 3:1	
Drive way drainage: <ul style="list-style-type: none"> • Detail depth of drywell and dimension location of sediment trap from edge of driveway. Note: driveway with a slope of 5% or greater requires a slotted drain • Identify driveway slope in percentage. Include driveway profile which will show connection of pavement at street and the flowline at City Right of Way, swale or slotted drain for BMP 	
Tree locations, Species and size of all trees 6 inches or greater, mark those to be removed or trimmed and all rock outcroppings - Indicate on plans all trees and other natural items proposed to be removed	
Off-site coverage calculations (note if offsite coverage will be mitigated by allowable coverage)	
Allowable land coverage calculations by Land Capability Districts (or IPES info) including transferred coverage, if applicable (indicate total lot size in square feet)	
Location of stream environment zone (SEZ), with required setback(s)	
Verified Backshore boundary and high-water lines for Tahoe Keys and lakefront parcels	
4. Floor Plan (Demolition Plan, Existing Floor Plan and Proposed Floor Plans)	Sheet #
Show size of all windows with type of opening, swing of doors and window schedules.	
Show locations of all interior and exterior stairways and door landings	
Clear work space at all electrical service panels and gas meter snow shed enclosures	

Label each room use	
Attic, deck, soffits and underfloor ventilation of crawl space with WUI (Wildland-Urban Interface) with ember and fire safe vents	
Crawl space and attic access openings locations and framing details	
5. Building Elevations Existing and Proposed 1/4" = 1" scale	Sheet #
Building Elevations showing (not required for interior remodels): <ul style="list-style-type: none"> Elevations from each view i.e. front back, left, right or north, south, east, and west Finish floor elevations with respect to contour elevations on the site plan Roof pitch of each roof plane (If more than one roof pitch is proposed, provide a roof plan) Proposed excavation depth (including excavation needed to construct foundation) Note: For excavations greater than 5 feet, a soils/hydrologic report is required 	
Finish floor elevations with respect to contour elevations	
Allowable TRPA and proposed height calculations. See Table 37.4.1 in the TRPA Code of Ordinance.	
Roof pitch of each roof plane (i.e. 5:12, etc.)	
Means of Storm Drainage Compliance: <ul style="list-style-type: none"> Proposed final grade in relation to crown of street or other elevated surfaces Minimum fall 6" within 10' of foundation Water can be directed to swales or drains Surfaces within 10' of the foundation need to slope away 	
Wildland Urban Interface (WUI) Codes and features (New Homes Only)	
Fire Separation Distance Compliance: <ul style="list-style-type: none"> Measured perpendicular to the exterior wall Measured between the building and Lot lines, Centerline of a street or alley 	
Snow shed Impact Areas Protection of Required Entries/Exits, Parking, and Driveways	
6. Mechanical and Plumbing Plan	Sheet #
Proposed fixture count and domestic water line size	
Show location of all backflow assemblies and incorporate cut sheets contact STPUD and/or other applicable service provider for further information	
Note on Plans: Air Testing of Laterals must be coordinated through STPUD and/or other applicable service provider	
Size, type and termination location of any gas vents, dryer vent, environmental air vents	
Location of all gas fireplaces, water heaters, FAU's, boilers with size and location of all combustion air openings	
If adding/changing gas lines include an independent gas schematic showing length of each pipe, dimension of each pipe & BTU's of each appliance on that line, starting at main. Include the total length of each branch	
Locations and GPM of all plumbing fixtures	
Required Notes on Plans: All water supply piping shall be protected from freezing by a minimum of 42 inches of earth covering. All water piping shall be installed in such a manner to allow for the system to be drained. Water piping shall not be installed or concealed in unheated walls, ceilings and attics	
7. Electrical Plan	Sheet #
Show circuits for plug outlets and lighting	
A/C rating (new building) and service upgrades, Feeder conduit and conductor (type, size, etc.)	
Location of all smoke and carbon monoxide and if they hardwired or battery type	
Exterior and Interior Stairway Illumination	
Show locations of subpanels, and fixed equipment (clear work space, access, etc.)	
Compliance with state energy efficiency standards (Title 24) including future water heating wiring, electrical vehicle charging station infrastructure and photovoltaic locations	
8. Structural Plan	Sheet #
Coordinate all Special Inspections listed on Architectural Sheets and Structural Sheets into Special Inspection Program on Cover Sheet of Structural Plans	
Show all new / existing foundation/footings and provide for crawl space access to all areas	
Show footing details, exterior and interior pier / spread footing legends, anchor bolt layout, hold-down locations, mudsill requirements etc. (frost depth minimum 18")	
Show locations and provide installation details for all embedded hardware and reinforcing steel. Include a note that all embedded hardware requires an inspection to check depth of hole, cleanliness and epoxy type	
Moisture Protection: Drainage by perforated pipe or other approved drain system, applied to the exterior of the foundation, Waterproofing in areas with a high-water table or other known severe soil-water conditions, Flexible sealants or other impervious material	
Structural Plans including: Foundation plan, framing plan with section drawings, floor framing plan, shear wall plan with schedules, roof framing plan, section drawings and all structural details as appropriate	
Framing Plans	

<ul style="list-style-type: none"> • Separate framing plans for all floors and roofs are required, including dimensions • Specify grade, species, size and spacing of all framing members • Provide alpha and numeric grid lines. Or other method to correlate structural design calculation results and drawings • Required connections of each member (i.e. girder/post connections, hangers, nailing, required lap, strapping and gusset requirements, etc.) • Engineer's call-outs provided in calculations must be specific on plans. All details described in the structural calculations must be shown on the plans. If this is not done, it will require resubmittal of the plans and documents. Keying of all details at pertinent locations on plans • Details for connections to effectively demonstrate structural and code compliance 	
9. Building Envelope and Energy Code Compliance	Sheet #
Mandatory Cal Green requirements	
Building Energy Efficiency Standards -Required Note on Plans: At final inspection, builder is required to leave in the building, copies of the completed, signed, and submitted compliance documents for the building owner at occupancy. Such information shall, at a minimum, include copies of all Certificate of Compliance, Certificate of Installation, and Certificate of Verification documentation submitted. Section 1	
Building Energy Efficiency Standards -Required Note on Plans: Ventilation information. Builder to leave in the building, for the building owner at occupancy, a description of the quantities of outdoor air that the ventilation system(s) are designed to provide to the building's conditioned space, and instructions for proper operation and maintenance of the ventilation system	
"Ice Guard" is required on roofs of heated areas of buildings. Roofs, regardless of covering, this application shall extend from the eave edge of the roof up the roof slope measured 5 feet beyond the wall line separating the conditioned and unconditioned space, and up 30 inches along each side of a valley. This "Ice Guard" shall be in addition to any other required underlayment	
Exterior wall envelope - Provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings	
Balconies or other elevated walking surfaces _Provide details for all elements of the impervious moisture barrier system. The construction documents shall include manufacturer's installation instructions	
Photovoltaic Plans; or provide document justifying exception(s) to the prescriptive PV requirements and note on cover sheet	

I confirm that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.

Applicant (Applicant Representative) Name Print: _____

Signature: _____

Date: _____



The City of South Lake Tahoe thanks you for submitting your project as a (PDF) Portable Document Format and reducing the environmental impacts of the plan check and approval process.

The Review Process: What happens next?

The digital submittal allows departments to simultaneously review your project with the goal to approve the project, watermark with the City's seal and plans return to the applicant for printing and final permit issuance. In the event plan check corrections are required we combine all the plan review notes into one source document and return these to the applicant in a timely manner.



Once your application is received, our Permit Technicians will review the submitted PDF's and proceed as follows:

- If the submittal is incomplete, it will be returned via email noting missing components. If the submittal is not received as per instructions on the Submittal Checklist with PDF's named accordingly and plans and documents properly attached, it will also be returned.
- If the application and submittal files are deemed complete, the plan review process begins. The project will be routed to the appropriate review departments listed below.



The Building Division will determine compliance with the minimum requirements of State and local laws and standards of applicable codes including but not limited to: California Building Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Energy Code, and the California Green Building Standards Code.



The Planning Division will verify compliance with zoning regulations, including authorized uses within zoning districts, required parking, and property development standards such as setbacks, and density requirements.



If required, a TRPA review will be conducted as specified in our MOU to ensure TRPA Code of Ordinances requirements are being met.



If required, the Fire Safety Inspector will check for compliance with fire safety requirements and the California Fire Code along with applicable National Fire Protection Association standards.



If required, the Public Works Department will check for compliance with stormwater management, drainage, parking and driveway standards and public improvement requirements.



"We will reflect the Natural Treasure in which we live"

ONE TIME CREDIT CARD PAYMENT AUTHORIZATION FORM

Credit Card Authorization Form may be used for immediate project intake.

Fees may alternatively be calculated by staff at intake. Project cannot be taken in until fees are collected. For assistance in calculating your fees prior to project submittal, please contact the Permit Center.

ADDRESS OF PROPERTY _____

APN _____ UNIT # _____

Sign and complete this form to authorize City of South Lake Tahoe to make a one-time debit to your credit card listed below.

By signing this form, you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I, _____, authorize **City of South Lake Tahoe** to charge my credit
(full name)

card for the permit in which I am applying, on or after _____. This payment is for

(Select one): Building Permit Planning Permit VHR Permit

at _____
(Property Address)

Billing Address _____ Zip _____

Cardholder Name _____

Card Number _____ Expiration Date _____

CVV2 (3 digit number on back of Visa, MC, Discover; 4 digits on front of AMEX) _____

SIGNATURE: _____ DATE _____

I authorize the above-named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.