



## 2020 -2023 COMMERCIAL EXHAUST HOOD PROJECT SUBMITTAL CHECKLIST

**This submittal checklist is required with your plan submittal. All applicable sheet #'s must be identified in the columns provided along the right side and will be used to ensure enough detail is included before the City accepts for review.**  
**APPLICANT SIGNATURES REQUIRED ON PAGE 6 & 7**

**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 Building Code (CBC)   | 2019 California Fire Code (CFC) and NFPA Standards          |
| 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    | Wind Design Speed (Current ASCE): |
| Ground Snow Load: 150 PSF         | • Risk Category 1: 110 mph        |
| Seismic Design Category: D        | • Risk Category 2: 120 mph        |
| Climate Zone: 16                  | • Risk Category 3: 130 mph        |
| Ice Barrier Underlayment Required | • Risk Category 4: 130 mph        |

### DIGITAL PLAN REVIEW SUBMITTAL REQUIREMENTS

All submittals must be complete and correct, or they will be rejected during the processing stage. [Dropbox](#) and/or [Google Drive](#) links are encouraged if the submittal includes large file sizes that can't be emailed as individual PDF's.

PDF Submittals must be complete with all Files Named (as shown below in red) and emailed in a single email to:

[PlanSubmittal@CityofSLT.US](mailto:PlanSubmittal@CityofSLT.US)

They can also be 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 & Checklists combined into One (1) single PDF**

**File to be Named: Address\_Permit#\_PC1\_CityApplications**

PDF # 1 - Application	<input type="checkbox"/>	<input type="checkbox"/>	Commercial Exhaust Hood Project Submittal Checklist	This Form	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Permit Worksheets	Page 5 & 6 on this form	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Credit Card Authorization Form	Page 7 on this form	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

**PDF #2 - All plan sheets combined and in order on One (1) single PDF**

**File to be Named: Address\_Permit#\_PC1\_Plans**

PDF#2 - Plans	<input type="checkbox"/>	<input type="checkbox"/>	100% Complete construction drawings and specifications, cross-referenced and coordinated among all disciplines (roof curb details, engineering for new openings, fire restive assembly and shafts, etc.)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

**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	<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet for Supporting Documents (filled out by applicant)	<a href="#">Click here for link</a>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Structural/Engineering Calculations		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	California Efficiency Standards for hoods and related compliance forms. <a href="#">SECTION 140.9 – PRESCRIPTIVE REQUIREMENTS FOR COVERED PROCESSES (b)</a> <a href="#">Prescriptive Requirements for Commercial Kitchens.</a>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	UL Listings and Cutsheets for All Hoods, Grease Duct Doors, etc.		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Special Inspection and Testing Form (if applicable)	<a href="#">Click here for link</a>	<input type="checkbox"/>	<input type="checkbox"/>

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

**SPECIFIC PLAN SHEET INFORMATION**

1 GENERAL INFORMATION: (cover sheet)	Sheet #
<p>Each sheet of the construction documents must bear stamp, wet signature, registration number and expiration date of the Responsible Party. The Responsible Party is the Registered Mechanical Engineer, or Licensed Architect, or the Licensed Mechanical Contractor (C-20). Please Note: Engineered Stamped structural plans, details and calculations for method of supporting and anchoring the new roof mounted equipment weighing, new grease exhaust hoods, etc. in excess in excess of 400 pounds required.</p>	
<p>The address of the project and the name/address of the owner are required on the first sheet of the construction documents.</p>	
<p>List Current applicable codes / Index of drawings</p>	
<p>Provide a detailed description of scope of work to highlight every portion of the installation occurring.</p>	
<p>City of South Lake Tahoe Required Note on Plans:</p> <ul style="list-style-type: none"> <li>• Construction hours are only permissible between 8:00 AM thru 6:30 PM</li> <li>• Light / Air or Water Test required for all exhaust duct systems</li> <li>• Prior to calling inspection, hood installer to identify circuit breaker and update panel directory and provide lockouts and disconnects as required by the California Electrical Code</li> <li>• Air Balance Reports and related title 24 documents by certified third party required to be submitted to inspector at final inspection</li> <li>• Makeup air system shall be electrically interlocked with the exhaust system, such that the makeup air system will operate when the exhaust system is in operation</li> <li>• Makeup air shall be provided by a mechanical or gravity means of sufficient capacity. Windows and door openings shall not be used for the purpose of providing makeup air</li> <li>• Tight-fitting hinged access door shall be provided at each clean-out. Access enclosure doors shall have a fire resistance rating equal to the enclosure. An approved sign shall be placed on access door. "ACCESS PANEL - DO NOT OBSTRUCT"</li> <li>• Duct enclosures shall be sealed around the duct at the point of penetration and vented to the exterior through a weather-protected opening</li> <li>• Horizontal grease ducts shall have a slope of not less than ¼ inch per foot toward the hood or an approved grease reservoir.</li> <li>• Provide note on cover sheet as follows: "Owner to provide inspector with a copy of the "Cooking Equipment Maintenance Agreement" contract for all cooking equipment that collects grease</li> <li>• Kitchen Exhaust System Acceptance. Before an occupancy permit is granted for a commercial kitchen subject to Section 140.9(b), the following equipment and systems shall be certified as meeting the Acceptance Requirements for Code Compliance, as specified by the Reference Nonresidential Appendix NA7. A Certificate of Acceptance shall be submitted to the enforcement agency that certifies that the equipment and systems meet the acceptance requirements specified in NA7.11. Performance test certificate of the hood system shall be provided to owner before final approval. Test shall verify proper operation, the rate of exhaust, make-up air, capture and containment performance of the exhaust at normal operating conditions. CMC507.16</li> </ul>	
<p>Roof / Wall Layout Plan: Provide mechanical plans as part of the plan set showing exhaust fan location, make up air unit location make, location of all new proposed equipment termination, intakes, etc.</p>	
<p>Roof plans with a minimum of 10 feet of clearance from the exhaust outlet to the outside air intakes (including the makeup air unit and the outside air inlet on the existing roof top package heating and cooling units, sewer termination vents, b-vents, etc.)                      Where space limitations absolutely prevent a 10-foot horizontal separation from an air intake, a vertical separation shall be permitted, with the exhaust outlet being a minimum of 3 feet above any air intake located within 10 feet horizontally. (CMC 510.8.1).</p> <ul style="list-style-type: none"> <li>• Show roof access hatches</li> <li>• Show 120 Volt electrical outlets on the plans within 25 Ft. of all outdoor Mech. Equip.</li> </ul>	

<ul style="list-style-type: none"> <li>• Show means of roof top grease management</li> <li>• Showing Exhaust outlet locations: <ul style="list-style-type: none"> <li>o Exhaust outlet shall terminate above roof Type I 40 in. Type II 24 in.</li> <li>o Distance from same or adjacent building 10 ft.</li> <li>o Distance above adjoining grade 10ft.</li> <li>o Distance from property line 10 ft.</li> <li>o Distance from windows and doors 10 ft.</li> <li>o Distance from mechanical air intake 10ft.</li> <li>o Distance of duct above adjoining grade at alley 16 ft.</li> </ul> </li> </ul>	
<p>Provide kitchen layout plans showing location of hoods, walls, grease ducts, shafts, make-up air ducts, grills, volume of the kitchen and cooking equipment. Provide a complete schedule of all cooking equipment used in the kitchen and under the hoods on the mechanical plans. Include equipment type, manufacturer name, model number, Fuel source (electric gas or solid fuel) and Btu/Hr rating. All cooking equipment must be tested and listed by an approved testing laboratory. (CMC 515.1, 508.4.1.1)</p>	
<p>Show the exact location of each piece of cooking equipment under the Type 1 hoods on the mechanical plans.</p>	
<p>Include a schedule on the plans indicating the make-up air unit manufacturer name model number, voltage, cubic feet per minute airflow rating, RPM etc. (CMC 511.3) Show all make up air ductwork on the plans. Show duct dimensions, gauges and materials for all make up air ducts. Make up air ducts shall be sized in accordance with CMC 601.2 and constructed of materials complying with CMC section 602.1</p>	
<p>Show grease duct gauges and materials on the plans. Grease ducts shall be constructed of carbon steel not less than 16 MSG in thickness or stainless steel not less than 18 MSG in thickness. (CMC 510.5.1, 508.1.1, 602.1)</p>	
<p>Show compliance with applicable Building Energy Efficiency Standards (Title 24, Parts 6 and 11)</p>	
<p>Buildings more than 15 Ft. in height require an inside means of access to the roof complying with CMC Section 904.10.3.2. Indicate a permanent or foldaway ladder to a scuttle or trap door sized a minimum 22 x 24 inches on the plans. If the inside means of access is located within 10 Ft. of the edge of the roof, guards shall be provided in accordance with CBC Section 1013.6. Permanent lighting shall be provided at the roof access, with the switch for the lighting inside the building near the access means leading to the roof. Show all CMC requirements outlined in this comment on the mechanical plans. CMC 304.1, 904.10.3 through 904.10.3.4 and CBC 1013</p>	
<p>The CBC requires guards to be provided when roof mounted appliances, equipment, fans or other components that require service are located within 10 feet of a roof edge or open side of a walking surface and such edge or open side is located more than 30 inches above the floor, roof or grade below. The guard shall be constructed to prevent the passage of a sphere 21 inches in diameter. The guards shall extend a minimum of 30 inches beyond each piece of equipment, appliance, fan or component. The guard should extend a minimum of 42 inches high above the surface of the roof. Show on the plans the minimum 10 feet of clearance from the new mechanical equipment to the roof edge or walking surface edge. Or, include thorough details on the mechanical plans indicating where guards are provided and how the guards are to be constructed. If parapets are provided, to demonstrate compliance with CBC requirements, indicate the location and height of the parapets above the roof surface on the mechanical plans CBC 1013.5</p>	
<p>Applicant shall provide plan and elevation views showing ductwork, duct enclosure, hood, cooking surface air supply, exhaust system, and equipment support including structural detail</p>	
<p>Identify the cooking appliance and the CFM applied. Where any combination of cooking appliances is utilized under a single hood, the highest exhaust rate required by the CMC shall apply</p>	
<p>If new proposed roof curbs are to be installed supporting documents from manufacturers installation instructions, engineering , flashing and weatherproofing, etc.</p>	
<p>Provide details of duct elevations the following: Slope of duct and cleanout access (506.3.7, 506.3.8)</p> <ul style="list-style-type: none"> <li>• Horizontal duct up to 75' long Min. Slope 1/4" in/ft</li> <li>• More than 75' long Min. Slope 1" in/ft</li> </ul>	

Detail means of fireproofing where ducts penetrate a ceiling, wall or floor shall be enclosed in a duct enclosure having a fire rating per CBC 707.4 from point of penetration to the outside air. A duct may only penetrate exterior walls at locations where unprotected openings are permitted by Table 704.8	
Detail Duct Enclosure clearances from duct to shaft Type of construction Distance from duct to shaft <ul style="list-style-type: none"> <li>GWB w/ wood stud wall 18 in.</li> <li>GWB w/ steel stud wall 6 in.</li> <li>506.3.10 Exc. #1- ASTM E 814 and ASTM E 2336 Per mfg.</li> <li>506.3.10 Exc. #2- ASTM E 814 and UL 2221 Per mfg.</li> </ul> And/or tested assemblies fire wrap or other rated enclosures with California State Fire Marshal Listing	
Detail the distance between lowest edge of grease filters and cooking surfaces	
All joints and seems shall be made with continuous liquid-tight weld or braze made on the external surface of the duct system. Vibration insulation connector may be used provided it consists of non-combustible packing in a metal sleeve joint. CMC 506.3.2, 506.3.2.4 Joints shall be smooth and accessible for inspection. CMC 506.3.2	
Deferred submittal Fire Suppression System. Fire Suppression System shall be per fire code. Portable fire extinguisher shall also be provided per Fire Code. Provide automatic shutoff for make-up air, exhaust system and appliances when suppression system is activated. Dependent on suppression agent and manufacturer's requirements	
Detail equipment screened if visible from public view	

**I verify 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 being rejected and/or may extend the length of time needed to review the project.**

**Applicant (Applicant Representative) Name Print:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Building Permit Application

Development Services Department · Building & Safety Division  
South Lake Tahoe, California 96150-6251 · (530) 542-6010 (530) 541-7524 FAX PermitCenter@cityofslt.us

Submittal Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

(PLEASE FILL-IN APPLICABLE SECTIONS)

PROJECT ADDRESS: \_\_\_\_\_ APN: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE #: (\_\_\_\_) \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
TENANT COMPANY NAME: \_\_\_\_\_

**Please Note:** Tenant must provide written approval from the owner

ARCHITECT  DESIGNER  ENGINEER  N/A

LICENSE / REGISTRATION #: \_\_\_\_\_  
NAME: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE #: (\_\_\_\_) \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

PLAN REVIEW CONTACT PERSON: \_\_\_\_\_ PHONE #: (\_\_\_\_) \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

OWNER-BUILDER  CONTRACTOR

CONTRACTOR NAME: \_\_\_\_\_ PHONE #: (\_\_\_\_) \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
STATE LICENSE #: \_\_\_\_\_ LIC. TYPE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ CITY BUSINESS LICENSE # \_\_\_\_\_  
CELL #: (\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

TYPE OF CONSTRUCTION: \_\_\_\_\_ OCCUPANCY: \_\_\_\_\_ ZONE: \_\_\_\_\_ FIRE SPRINKLERS:  Yes  No  
HAZARDOUS MATERIALS:  Yes  No EXISTING USE: \_\_\_\_\_ [ N/A]  
PROPOSED USE: \_\_\_\_\_

**PROJECT VALUATION** (Includes all Labor & Materials as if a licensed contractor were to perform the work.) \$ \_\_\_\_\_

**DESCRIPTION OF WORK:** (Please fill-in and mark all that apply)

NONRESIDENTIAL  RESIDENTIAL

**FIRE APPLICATION SUBMITALS:**  NEW SYSTEM  TENANT IMPROVEMENT  ADDITION  REPAIR

UNDERGROUND:  NFPA 24  NFPA 1142 # OF HYDRANTS: \_\_\_\_\_

FIRE SPRINKLERS: # OF HEADS: \_\_\_\_\_ NFPA STANDARD:  13  13  13D

FIRE ALARM: # OF DEVICES: \_\_\_\_\_

ALTERNATIVE FIRE SUPPRESSION:  FM200  HALON  HOOD & DUCT  VESDA  OTHER \_\_\_\_\_

**Owner-Builder Declaration:** I hereby affirm under penalty of perjury that I am exempt from the Contractors License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professional Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors License Law.).

I am exempt under Sec. \_\_\_\_\_, B. & P.C. for this reason \_\_\_\_\_

**Property Owner/Authorized Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Licensed Contractors Declaration:** I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Workers' Compensation Declaration:** I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

CARRIER: \_\_\_\_\_ POLICY NO. \_\_\_\_\_

(This section need not be completed if the permit is for one hundred dollars (\$100) or less.)

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

WARNING: Failure to secure workers' compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest, and attorney fees.

**Construction Lending Agency Declaration:**

I hereby affirm *under penalty of perjury* that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C.).

**Encroachment Contractor Declaration:**

Driveway will NOT be added/altered through the course of this project. (Skip to next section if checked)

Driveway will be added/altered through the course of this project. (Complete C-12 contractor information below if checked)

Only licensed contractors with a C12 license holding a Certificate of Liability Insurance, listing the City as additional insured, may work in the City's right-of-way. **City Liability Insurance and Contractor license must be on file with the CSLT and must remain current throughout the paving season.**

Name of C-12 Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

C-12 Contractor's License #: \_\_\_\_\_ C.S.L.T. Business License #: \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PROPERTY OWNER AUTHORIZATION - Only required if applicant is NOT Owner or Licensed Contractor.**

PROPERTY OWNER INFORMATION

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ATTENTION PROPERTY OWNER: The Building & Safety Division requires property owner authorization for upgrades or renovations of your building. The City needs your written authorization of the proposed work prior to issuing a permit.

APPLICANT'S INFORMATION

Tenant  Architect/Engineer/Designer  Representative

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

The applicant identified on this document has my approval to submit applications and/or plans for the following upgrades or renovations:

**Owner(s) Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IMPORTANT: APPLICATION IS HEREBY MADE TO THE BUILDING OFFICIAL FOR A PERMIT SUBJECT TO THE CONDITIONS AND RESTRICTIONS SET FORTH ON THIS APPLICATION AND THE FOLLOWING:**

1. The City's approved plans and permit inspection card must remain on the job site for use by City inspection personnel.
2. Final inspection of the work authorized by this permit is required. A Certificate of Occupancy must be obtained prior to use and occupancy of new buildings, structures and remodeling work.

I certify that I have read this application and state that the above information is correct and that I am the owner or the duly authorized agent of the owner. I agree to comply with all city and state laws relating to building construction. I hereby authorize representatives of this City to enter upon the above-mentioned property for inspection purposes. If, after making the Certificate of Exemption from the Worker's Compensation provisions of the Labor Code, I should become subject to such provisions, I will forthwith comply. In the event I do not comply with Worker Compensation law, this permit shall be deemed revoked.

**Print Name:** \_\_\_\_\_

**Property Owner/Authorized Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Plan review expires by time limitation and becomes null and void if the permit is not issued within 180 days from the date of plan submittal.**

**This permit expires and becomes null and void if any work authorized by this permit is suspended or abandoned within 12 months or if no progressive work has been verified by a City building inspector for a period of 12 months.**



*"We will reflect the National 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 account indicated below for up to \$ \_\_\_\_\_ on or after \_\_\_\_\_. This payment is for  
(amount) (date)

\_\_\_\_\_ at \_\_\_\_\_  
(Building Permit / Planning Permit / VHR Permit – New, Renew, TOT Audit) (Property Address)

Billing Address \_\_\_\_\_

Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Account Type:  Visa  MasterCard  AMEX  Discover

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) \_\_\_\_\_

SIGNATURE /s/ \_\_\_\_\_

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, for the amount indicated above only, 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.