



2020 -2023 COMMUNICATIONS PROJECT 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 enough detail are included before accepted for review.
APPLICANT SIGNATURES REQUIRED ON PAGE 3 OF 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 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 |
| Frost Line Depth: 18 inches | • Risk Category 3: 130 mph |
| Climate Zone: 16 | • Risk Category 4: 130 mph |

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 and clearly labeled; emailed in a single email to:

PlanSubmittal@CityofSLT.US

Applicant Use:
 Included N/A

Project Intake Completeness Checklist

Staff Use Only:
 Included Missing

PDF #	Category	Applicant Use		Staff Use Only		
		Included	N/A	Included	Missing	
PDF # 1 - Application	PDF #1 - All city applications & checklists combined into one (1) single PDF by applicant.					
	File to be named: Address_Permit#_PC1_CityApplications					
			Communications Project Submittal Checklist		This Form	
		Permit Worksheets and Credit Card Authorization Form		Click Here for Link		
PDF #2 - Plans	PDF #2 - All plan sheets combined and in order on one (1) single PDF by applicant					
	File to be named: Address_Permit#_PC1_Plans					
		100% Complete construction drawings and specifications, cross-referenced and coordinated among all disciplines				
PDF #3 Supporting Documents	PDF #3 - Supporting documents combined into one (1) single PDF with cover page by applicant					
	File to be named: Address_Permit#_PC1_SupDocs					
			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 work will be done on, in, under, above, or around any public street, highway, roadway, alley or sidewalk and/or the street has to be partially or completely closed for construction and/or maintenance operation, and if your project requires excavation within or occupancy of all or a part of the width of any public right-of-way by equipment, materials, debris, or workers, you MUST GET AN ENCROACHMENT PERMIT. Contact Randy Carlson in Engineering at (530) 542-6033 for application and submittal requirements for the Right-Of-Way Permits			
			Cut Sheets / manufacture specifications for all items called out on plans including equipment with anchorage details reviewed by EOR			
			Frame / equipment support calculations and shop drawings			
			Liberty Letter of Approval or stamps on plans (if applicable)			
		Hazardous material declaration: List type & quantities/types batteries, etc. stored/installed on site.				
		Special Inspection and Testing Form (if applicable)		Click here for link		
PDF #4 Planning Document	PDF #4 - Planning supporting documentation (such as conditions) on one (1) single PDF by applicant					
	File to be Named: Address_Permit#_PC1_PLNG					
		Copy of receipt showing Planning Fees Paid (if applicable)				

Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant		
SPECIFIC PLAN SHEET INFORMATION		
1	GENERAL INFORMATION: (cover sheet)	Sheet #
	Project name & address, as well as project owner's name, address and phone number	
	Name, title, address, phone number of design professional	
	Current applicable codes	
	Occupancy group(s) and type of construction, fire sprinklers	
	Equipment Legend	
	Plot/Site Plan, footprints, cabinet locations, right of ways, easements and property lines, floor plan, elevations, sections, etc.	
	Required Note on Plans: That all new installations require licensed surveyor to submit proof of accurate location to Building Department prior to requesting final inspection	
	Zoning with Planning Project Conditions	
	Detailed description of scope of work and pages numbered (x of y)	
	Index of drawings	
	Gross square footage for each building, impervious pads, slabs, and tower footprint	
	Vicinity map identifying the subject property, the adjoining streets, and the major streets in the surrounding area within a one-quarter mile radius of the site and North arrow	
	Detail location and types of fire extinguishers along with signage	
	Provide details of required signage; including site address, NFPA 704 signage, etc.	
	Stamp & wet signature of design professional (all sheets)	
	Note on plans: Construction hours are only permissible between 8:00 AM thru 6:30 PM	
	Proposed Site Storage layout and construction trailers, temp power locations, etc. Storage and placement. Construction equipment and materials shall be stored and placed so as not to endanger the public, the workers or adjoining property for the duration of the construction project	
	Storm Water Pollution Prevention Program (SWPPP) and Erosion Control plan for the site with appropriate details on the plans. State Construction General Permit required if demolition work is going to disturb one-acre or more and be documented with a valid Waste Discharge Identification Number (WDID) and Notice of Intent (NOI). Projects disturbing less than one acre must include standard temporary erosion control measures and construction BMPs	
	Detail locations of portable fire extinguishers shall be installed in F, B and U occupancy groups per CFC § 906. The size and distribution of portable fire extinguishers shall be in accordance with CFC § 906 and California Code of Regulations, Title 19	
	If Applicable: Note on plans an approved fire alarm system installed in accordance with the provisions of the CFC and NFPA 72 shall be provided in new buildings and structures in accordance with CFC § 907.2 and provide occupant notification in accordance with CFC § 907.6, unless other requirements are provided by another section of this code.	
2	FOUNDATION PLAN	Sheet #
	Show all new and any existing foundation/footings	
	Plan view required – ¼ inch per foot scale	
	Show footing details, spread footing legends, grade beams, etc. (frost depth 18")	
	Show locations and provide installation details for all embedded hardware and reinforcing steel	
3	ELECTRICAL PLAN	Sheet #
	Show circuits for devices and lighting including nonresidential indoor daylighting control requirements	
	Indicate main disconnect size and service entrance-conduit and wire	
	Detail location of disconnect within visual site of the equipment per CEC 445.18 and lockout tag out per CEC 110.25	
	Feeder conduit and conductor (type, size, etc.)	
	Show locations of panels, transformers and fixed equipment (clear work space, access, etc.)	
	Indicate grounding electrode, ground rings, conductor location and size	
	A completed electrical plan and single line electrical diagram must be provided	
	Types of conductors, max temperature, type of insulation, isolated grounding, equipotential bonding, etc.	

4 FIRE DEPARTMENT REQUIRED DETAILS	Sheet #
Depict on plans the existing fire suppression systems adequacy for the hazard classification.	
Please clarify the battery storage area and illustrate and how this area is compliant with the California Fire Code 601.1 the California Building/Mechanical./Electrical Code and all other related NFPA standards.	
Illustrate compliance with CFC907.2.23 battery rooms. An automatic smoke detection system shall be installed in areas containing stationary storage battery systems with a liquid capacity of more than 50 gallons.	
Provide NFPA 704 placard on doors or fences with specific hazard identifications into battery storage areas	

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 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 returned 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.