



## 2020-2023 COMMERCIAL 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 SIGNATURES REQUIRED ON PAGE 5 & 8**

**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)
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"> <li>• Risk Category 1: 110 mph</li> <li>• Risk Category 2: 120 mph</li> <li>• Risk Category 3: 130 mph</li> <li>• Risk Category 4: 130 mph</li> </ul> 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 and clearly labeled emailed in a single email to:

[PlanSubmittal@CityofSLT.US](mailto: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 & Checklists combined into One (1) single PDF by applicant.**

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

PDF #1 - Application	<input type="checkbox"/>	Commercial Project Building Permit Submittal Checklist	This Form	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Permit Worksheets	Page 7 & 8 on this form	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Credit Card Authorization Form	Page 9 on this form	<input type="checkbox"/>	<input type="checkbox"/>

**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	<input type="checkbox"/>	100% Complete Construction Drawings and Specifications, cross-referenced and coordinated among all disciplines		<input type="checkbox"/>	<input type="checkbox"/>
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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	<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"/>	Geotechnical Investigations - Reporting CBC 1803.6 TBD by EOR		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Structural/Engineering Calculations (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Energy Code Compliance Documentation (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Truss Calculations and Shop Drawings		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	South Tahoe Public Utility District (STPUD) Letter of Approval or stamps on plans (if applicable) *Or other Lukins, Lakeside, etc.	<a href="#">Click here for sample</a>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Liberty Letter of Approval or stamps on plans (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Hazardous material declaration: List type & quantities of chemicals stored on site.		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Food equipment cut sheets (for food service facilities)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Access Compliance Review Supporting Documentation Manufacturers' product data sheets for door hardware, plumbing fixtures, showers, lifts, restroom accessories, etc.		<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"/>	
<input type="checkbox"/>	ADA Hardship Form (if applicable)	<a href="#">Click here for link</a>	<input type="checkbox"/>	<input type="checkbox"/>	

**PDF #4 - Planning supporting documentation (such as conditions) on One (1) single PDF by applicant**

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

PDF #4 Planning Documents	<input type="checkbox"/>	Copy of Acknowledged Planning Approval (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Copy of Receipt showing Planning Fees Paid (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>

<b>Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant</b>	
<b>1. General Information (cover sheet):</b>	<b>Sheet #</b>
Project name, address and assessor parcel number (APN), name(s) address and phone number, name, title, address of both the project owner and design professional	_____
Detailed description of scope of work	_____
List of current applicable codes, occupancy group(s) and type of construction, fire sprinklers	_____
Gross square footage for each separate occupancy classification	_____
Index of drawings and all sheets numbered	_____
Title 24 Energy Calculations: Incorporated into plan set pages, including but not limited to: ENV 1, ENV Mandatory Measures, MECH 1, LTG1, LTG Mandatory Measures, OLTG1, pages (if applicable)	_____
Special Inspection Program: Identify each item requiring special inspection as required by CBC including but not limited to: reinforced concrete, embedded anchors, welding, high strength bolts, etc.	_____
Any deferred submittal items must be listed on the cover sheet of the plans and include a schedule the anticipated date for submittal of each deferred item along with the following Deferred Submittal Policy Statement on the plans: <ul style="list-style-type: none"> <li>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</li> <li>All deferred submittals require separate plan reviews and permit issuance. Additional fees will apply based on valuation and fee schedule in effect of time of actual submittals</li> <li>Two sets of documents and one PDF are required to be submitted to in a timely manner but not less than 30 business days prior to installation</li> </ul>	_____
<b>2. Plot/Site Plan /Civils</b>	<b>Sheet #</b>
Drawn to scale, lot dimensions showing whole parcel and all property lines including parcel square footage, enlarged site plans for areas of work, identify all property corners, setback lines, and recorded easements, percentage of slope to provide drainage, fire laterals, hydrant placement, apparatus turning capabilities, stormwater management, snow storage, etc.	_____
Building footprint - providing dimensions of all structures and distance to property lines and/or identify location within building footprint where work is being done uses of adjacent space or suites	_____
Accessible path of travel improvements including and defined accessible route(s) from the area(s) of alteration to each of the following elements: public transportation stops, public way, accessible parking, accessible passenger loading zones, and restroom(s) serving area where improvements are occurring	_____
All parking spaces identified and detailed - EV, accessible parking spaces with percentage of slope from at accessible loading zone, path of travel , door landings, curb cuts, detectable warnings, tow away signage, fire hydrant markings, directional signage and parking ratio calculations for each parking lot	_____
Location of CALGreen required elements including but not limited to proposed clean air vehicles (CAV) parking, covered entries, recycle bins, bike storage, etc.	_____
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	_____
All fencing and gates shown, indicating required exit gates, panic hardware and widths (including outdoor dining areas)	_____
Show locations of and coordinate with Civil/MEP/Structural sheets as applicable: <ul style="list-style-type: none"> <li>Electrical rooms / gas meters and shelters</li> <li>Sewer lines and clean out location water lines w/meter or well location and backflow devices</li> <li>Access roadways with driveway/egress location, curbs and gutters</li> <li>Fire riser room, hydrant locations, FDC, backflow devices (with associated pads and “hot boxes”</li> <li>Trash enclosures with employee work space with disabled access</li> <li>Snow storage areas</li> </ul>	_____
<b>3. Floor Plan (Demolition Plan, Existing Floor Plan and Proposed Floor Plans)</b>	<b>Sheet #</b>
Identify all windows/doors, with schedules along with applicable energy compliance interconnections	_____
Label each room use	_____
Identify any rated corridor systems, stairwells, floor ceiling assemblies, etc. Occupancy separation ad fire details with GA file numbers or equivalent, along with specific with regards to fire proofing bearing members, joints, penetrations and openings	_____

Show locations of restrooms, service counters, dining tables, signs, etc. with disable access requirements	_____
Show construction information for any tenant walls / demising walls lateral bracing, R- Values, STC ratings IIC rating, etc.	_____
Seating plan within assembly uses and restaurants and posted occupant loads	_____
Location type and sizes of all portable fire extinguishers	_____
Storage layout (aisle widths) and shelving plans (engineering may be required).	_____
Detailed interior elevations and sections including dimensions, ceiling types and support and bracing details	_____
WUI (Wildland-Urban Interface) building materials, systems and/or assemblies used in the exterior design	_____
<b>4. Building Elevations Existing and Proposed 1/4" = 1" scale</b>	Sheet #
Building Elevations showing (not required for interior remodels): <ul style="list-style-type: none"> <li>• Elevations from each view i.e. front back, left, right or north, south, east, and west</li> <li>• Addressing, ISA signage and Knox box location(s)</li> <li>• Finish floor elevations with respect to contour elevations on the site plan</li> <li>• Roof pitch of each roof plane (If more than one roof pitch is proposed, provide a roof plan)</li> </ul>	_____
Means of Storm Drainage Compliance: <ul style="list-style-type: none"> <li>• Proposed final grade in relation to crown of street or other elevated surfaces</li> <li>• Water diverted to swales or drains and surfaces within 10' of the foundation need to slope away (minimum fall 6" within 10' of foundation)</li> </ul>	_____
Fire Separation Compliance: <ul style="list-style-type: none"> <li>• Distance illustrated measured perpendicular to the exterior wall</li> <li>• Distance illustrated between the building and lot lines, centerline of a street or alley</li> <li>• Fire-resistance-rated horizontal assemblies, ceilings and floors identified and detailed</li> </ul>	_____
Door, hardware, windows and finish schedules cross referenced to details. Specially noting, panic hardware, fire doors, doors with security hardware, and any fire-resistance-rated and tempered glazing/window assemblies, CBC 11A-11B operable parts	_____
Signage schedules, cross referenced to details of room identification and way-finding signage	_____
Casework and fixed furniture identified, including elevations, details, anchorage per CBC chapter 16 and required accessibility clearances and features	_____
All equipment identified and anchorage detailed CBC chapter 16	_____
Walk-in refrigerators and freezers identified and detailed and coordinated with other applicable sheets	_____
Show roofing types and snow shed impact areas with protection of entries/exits, parking, and driveways	_____
<b>6. Mechanical and Plumbing Plans</b>	Sheet #
Mechanical equipment schedule, unit locations, equipment CFMs (cubic feet per minute rating), unit operating weights and cross-reference to anchorage details Indicate which rooms are to be conditioned and minimum ventilation and outside air is compliant with CMC chapter 4 and CEC requirements	_____
Anchorage details for ducts and piping	_____
Mechanical and piping penetrations at fire-resistance-rated walls, shear walls, headers, lintels, floors and roofs identified, and cross referenced to applicable architectural or structural details	_____
Locations of all fire/smoke dampers, supply/return registers and ducting indicated with details and cross-referenced to applicable architectural or structural details	_____
Fume hood system (e.g.: Type I kitchen hoods) shown including weight and exhaust duct identified and detailed along with gravity support and lateral bracing for kitchen hoods	_____
Any special systems indicated, including smoke removal, special venting, dust collection and all interfacing equipment identified and detailed with required anchorage design	_____
Water heating system and location of equipment identified (food service project- ensure environmental management approval is coordinated)	_____
Provide plumbing isometric/schematic showing hot and cold water, sewer, soil, grease traps, waste vents and cleanout sizes and materials	_____
Plumbing fixture schedules with flow rates and flush volume indicated in accordance with CALGreen Code Section 5.303.3	_____
Provide water sizing/DWV calculations and drainage fixture count and pipe sizing calculations	_____
Show location of all backflow assemblies and incorporate cut sheets contact STPUD and/or other applicable service provider for further information	_____

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	
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	
Details of any rated shafts and corresponding GA-File number and/or Fire Barrier Duct Wrap UL information; including installation details in accordance with State Fire Marshall regulations	
Coordinate all fire rated duct enclosures, with dimensions, details, and construction listing a (U.L. or equal) for the duct enclosure (shaft)	
Required Note on Plans: Air Testing of laterals must be coordinated through STPUD and/or other applicable service provider prior to requesting city final inspection	
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	
<b>7. Electrical Plans</b>	Sheet #
Show locations of switchgear, panels subpanels, and fixed equipment (clear work space, access, etc.)	
A/C rating (new building) disconnect sizes and service upgrades	
Conduit and conductor (type, size, etc.) types of conductors, max temperature, type of insulation, isolated grounding, equipotential bonding, etc.	
Indicate grounding electrode, conductor location and size	
Single line electrical diagram must be provided	
Panel schedules and load calculations provided	
Equipment/fixture schedule with weights and reference to anchorage details provided	
Energy Code Certificate of Compliance forms included on plans circuits for devices and lighting including nonresidential indoor daylighting control requirements	
Interior and exterior emergency lighting / exit signs and dedicated circuits identified as applicable per CEC700.10 New and existing exit signs located	
Assistive Listening Systems identified and detailed	
Location of all duct detectors, smoke detectors, etc. coordinated with other discipline sheets	
Egress lighting exterior and interior, stairway, area of refuge illumination	
<b>8. Structural Plans</b>	Sheet #
Coordinate all Special Inspections listed on Architectural and Structural Sheets into Special Inspection Program on Cover Sheet	
Design Criteria and Construction Materials: Specific items noted on the plans as specified in various code sections including Chapters 1, 16, 17 and 18. Include material specifications and loading criteria	
Drawings should contain information as noted in IBC Section 1603, including but not limited to: a. Size, section and relative locations of structural members b. Material specifications: Specify requirements for structural materials used for the project including both generic materials and proprietary elements c. Soil design parameters: Bearing pressure, lateral pressure, and reference to geotechnical report as applicable d. Floor live load: Uniform, concentrated and impact loads shall be indicated e. Roof live and snow loads f. Wind design data: Note the wind parameters used for the design. Include basic wind speed (V), exposure category, topographic factor (Kzt), occupancy category and wind importance factor (I) g. Seismic design data: Note seismic parameters used for the design. Include mapped acceleration parameters (Ss and S1), occupancy category and seismic importance factor (I), seismic design category, seismic-force-resisting system(s), seismic response coefficient(s) (Cs), and response modification coefficient(s) (R) h. Flood load: See IBC section 1603.1.6 if applicable i. Special loads that are applicable to the design of the building or structure	
Structural Observations – Where required by IBC Section 1709, the requirement listed and identified	
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	_____
Detail Moisture Protection: Drainage by perforated pipe or other approved drain system, applied to the exterior of the foundation, in areas with a high-water table or other known severe soil-water conditions	_____
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	
<p>Framing Plans</p> <ul style="list-style-type: none"> <li>• Separate framing plans for all floors and roofs are required, including dimensions</li> <li>• Specify grade/species, size and spacing of all framing members</li> <li>• Provide alpha and numeric grid lines. Or other method to correlate structural design calculation results and drawings</li> <li>• Required connections of each member (e.g. girder/post connections, hangers, nailing, required lap, strapping and gusset requirements, etc.)</li> <li>• 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</li> <li>• Details for connections to effectively demonstrate structural and code compliance</li> </ul>	_____
<b>9. Building Envelope and Energy Code Compliance</b>	Sheet #
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	_____
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, 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	_____
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	_____

**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.



# 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

ARCHITECT  DESIGNER  ENGINEER  N/A

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

LICENSE / REGISTRATION #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

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

CITY/STATE/ZIP: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

PHONE #: (\_\_\_\_\_) \_\_\_\_\_ FAX #: (\_\_\_\_\_) \_\_\_\_\_

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

E-MAIL ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TENANT COMPANY NAME: \_\_\_\_\_

PHONE #: (\_\_\_\_\_) \_\_\_\_\_ FAX #: (\_\_\_\_\_) \_\_\_\_\_

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

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: \_\_\_\_\_

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

PROJECT VALUATION \$ \_\_\_\_\_

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.