



# 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.