



2019 BUILDING PERMIT SUBMITTAL CHECKLIST Residential Projects

**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 5 OF 5 OF THIS DOCUMENT**

DIGITAL PLAN REVIEW SUBMITTAL REQUIREMENTS:

PDF Submittals must be complete with all required documents and clearly labeled on a Single Flash Drive, CD, or emailed in a single email to
PlanSubmittal@CityofSLT.US

Dropbox and/or Google Drive links are encouraged if emailing as file sizes are so large. Incomplete submittals will be rejected and sent back.

All Plan Reviews, both initial submittals and re-submittals require – A Complete PDF Submittal containing the following:

- **PDF #1 - All City Applications & Checklists on One (1) single PDF.**
 - File to be Named: Address_Permit#_PC#_CityApplications
- **PDF #2 - All plan sheets combined and in order on One (1) single PDF**
 - File to be Named: Address_Permit#_PC#_Plans
- **PDF #3 - Supporting Documents on One (1) single PDF with cover page.**
 - File to be Named: Address_Permit#_PC#_SupDocs
- **PDF #4 - TRPA Applications and supporting TRPA documentation on One (1) single PDF.**
 - File to be Named: Address_Permit#_PC#_TRPA

If Permit # is unknown upon first submittal please indicate TBD in place of Permit #
 PC# Refers to Plan Check # Starting with PC1

PDF Submittal Requirements Checklist

	Applicant Use:			Staff Use Only:	
	Included	N/A		Included	Missing
PDF # 1 - Applications	<input type="checkbox"/>	<input type="checkbox"/>	Permit Worksheet	Click here for Link	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Permit/Plan Review Application	Click here for Link	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Property Owner Authorization	Click here for Link	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Residential Building Submittal Checklist	This Form	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Credit Card Authorization Form	Click here for Link	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Encroachment Permit Form	Click here for Link	<input type="checkbox"/>
PDF # 2 - Plans	<input type="checkbox"/>	<input type="checkbox"/>	All Plans Combined in order per plan index on cover sheet		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	STPUD Stamps included on plans		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Liberty Stamps included on plans		<input type="checkbox"/>
PDF #3 Supporting Documents	<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet for Supporting Documents	Click here for link	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Structural/Engineering Calculations		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	T-24's		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Truss Calcs		<input type="checkbox"/>
PDF #4 TRPA Applicable Application & Supporting Documents	<input type="checkbox"/>	<input type="checkbox"/>	TRPA Qualified Exempt	Click here for Link	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	TRPA Residential Application	Click here for Link	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	BMP Calculation Spreadsheet	Click here for Link	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Findings - required for all Add/Modify/NSFD Projects	Click here for Link	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Coverage Verification & Land Capability Verification required for all Add/Modify/NSFD Projects	**Site Assessment or TRPA Stamped Plans Required	<input type="checkbox"/>

Important Note(s):

- Only California licensed design professionals can design three story dwellings
- Only California licensed paving contractors with \$1,000,000 liability insurance with the city named may pull encroachment permits

Plan Sheet Numbers Checklist to be completed by applicant

Plan sets shall consist of:	Sheet #
General Information Pages	
Architectural Plans including: Floor plan, elevations, roof plan, door and window schedules, sections, etc.	_____
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	_____
Mechanical / Plumbing / Electrical Plan	_____
TRPA Requirements and Details	_____
TRPA BMP Plans and calculations http://tahoebmp.org/bmphandbook.aspx	_____
Title 24 Energy Calculations: Compliance features must be incorporated into plan set pages	_____
Wildland Urban Interface (WUI) Codes (New Homes Only)	_____
Mandatory Cal Green requirements	_____
Other items required if applicable:	
Demolition Plan, Existing Floor Plan and Proposed Floor Plans	_____
Structural calculations: Structural details minimum of two sets of calculations stamped and wet signed by the design professional (8 ½ x11 sheets)	_____
Truss calculations and truss shop drawings and Fire Sprinkler/Fire Alarm layouts may be submitted on a deferred basis when Design Professional lists the item on Cover Sheet; denoting when submitted they will be stamped by the architect or engineer of record in addition to the design engineer, deferred submittals must be stamped by the architect or engineer of record in addition to the truss/sprinkler design engineer.	_____
Special Inspection Items must be listed on cover sheet and addition information completed in which is available @ http://www.cityofslt.us/DocumentCenter/View/5715	_____
SPECIFIC PLAN SHEET INFORMATION	
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	_____
Assessor Parcel Number (APN)	_____
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	_____
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	_____
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.) • Drawing scale • Proposed excavation depth (including excavation needed to construct foundation) Note: For excavations greater than 5 feet, a soils/hydrologic report is required	_____

DESIGNER MUST FILL ALL SHEET NUMBERS OUT PRIOR TO SUBMITTAL

Grading Plan (proposed cut and fill)	_____
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 plans must have a topographic Survey with existing topographic contour lines at 2-foot intervals and proposed finish topographic contour lines at 2-foot intervals	_____
All property corners, setback lines, and recorded easements	_____
Depict all trees greater than 6" in diameter at breast height (dbh) and all rock outcroppings.	_____
Indicate on plans all trees and other natural items proposed to be removed	_____
Driveway and 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	_____
Provide Defensible Space plan for new Single Family Dwellings and additions and identify trees are to be removed or trimmed for compliance and which are to remain, include details for methods of compliance: tree trimming, tree spacing, and undergrowth allowance	_____
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	_____
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, give the roof pitch and slope of building site	_____
Provide 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 specific in regards to Swale or slotted drain for BMP • Detail depth of drywell and dimension how far from edge of driveway • Show location of sediment trap • Any driveway with a slope of 5% or greater requires a slotted drain 	_____
Tree location, Species and size of all trees 6 inches or greater, mark those to be removed or trimmed	_____
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	Sheet #
Show size of all windows with type of opening, tempered if applicable and swing of doors	_____
Show locations of all interior and exterior stairways and door landings.	_____
Clear work space at all electrical service panels	_____
Label each room use	_____
Attic, deck, soffits and underfloor ventilation of crawl space	_____

	Crawl space and attic access openings	
5.	Building Elevations Existing and Proposed 1/4" = 1" scale	Sheet #
	Each side of proposed structure	
	Finish floor elevations with respect to contour elevations	
	Elevation of highest ridge 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. 4:12, 8:12, 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 	
	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 	
6.	Mechanical and Plumbing Plan	Sheet #
	Size and location of all combustion air openings (when gas appliances are used)	
	Proposed fixture count and domestic water line size	
	Size, type and termination location of any gas vents, dryer vent, kitchen hood vent, environmental air vents and foundation and attic vents, etc.	
	Location of all gas fireplaces, water heaters, FAU's, boilers	
	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	
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.)	
	Indicate grounding electrode, conductor location and size	
8.	Structural Plan	Sheet #
	Show all new and any existing foundation/footings including locations in which crawl space access will be provide to all areas	
	Plan view required – ¼ inch per foot scale, dimensions for all elements	
	Show footing details, exterior and interior pier / spread footing legends, grade beams, anchor bolt layout, electrical ufer ground, 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 such as; Drainage by perforated pipe or other approved drain system, Dampproofing materials 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	
	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.). 	

<ul style="list-style-type: none"> • 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 plan. • Details for connections to effectively demonstrate structural and code compliance 	
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9. Separate Required Approvals	Date of Approval
Clearance from South Tahoe Public Utility District (STPUD) – Stamps must be on plans prior to project submittal STPUD - (530) 544-6474	_____
Clearance from Liberty Utilities – Stamps must be on plans prior project submittal Liberty Utilities - (530) 543-5281 Cherie.slimp@libertyutilities.com	_____

DEFERRED SUBMITTALS

All Deferred items must be listed on title sheet of plans.

If there are extenuating circumstances, some documents or required information may be accepted as a “Deferred Submittal”. Please note that there will be additional plan review fees for each deferred submittal item provided after the building permit has been issued.

All construction shall comply with the minimum requirements of the following codes effective January 1, 2017

2016 California Residential Code (CRC) http://www.bsc.ca.gov/codes.aspx	2016 California Plumbing Code (CPC)
2016 California Mechanical Code (CMC)	2016 California Electrical Code (CEC)
2016 Residential and Non-Residential Energy Standards	2016 CAL Green
2016 California Fire Code (CFC)	City Ordinances and State Laws

Design requirements shall apply as follows:

- Minimum soil bearing pressure of 1,500 pounds per square foot (the project Engineer may claim up to 2,000 psi without a soils report if project engineer visits site to confirm soil conditions.)
- Basic Wind Speed is 110 mph, 3 second gust, Exposure B (within 300 feet of the Lake Shore = Exposure C)
- Seismic Site Design Category D
- Climate Zone 16
- Ground Snow Load 150 lbs.

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: _____