



2020 -2023 SIGN PROJECT PERMIT 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 4 & 5

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 |
| Ice Barrier Underlayment Required | Termites: Yes |

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

Submittals 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	Applicant Use		Staff Use Only	
	Included	N/A	Included	Missing
		Sign Project Submittal Checklist	This Form	
		Permit Worksheets	Page 3 & 4 on this form	
		Credit Card Authorization Form	Page 5 on this form	

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	Applicant Use		Staff Use Only	
	Included	N/A	Included	Missing
		100% Complete construction drawings and specifications, cross-referenced and coordinated among all disciplines		

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	Applicant Use		Staff Use Only	
	Included	N/A	Included	Missing
		Cover Sheet for Supporting Documents (filled out by applicant)	Click here for link	
		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 must be partially or completely closed for a 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 A ENCROACHMENT PERMIT. Contact Randy Carlson in Engineering at (530) 542-6033 for application and submittal requirements for the Right-Of-Way permits		
		California Efficiency Standards for outdoor illuminated signage compliance forms.		
		UL Listing and Sign Cutsheets (Proof of ASTM D635—10 and NFPA 701—10 compliance, etc.)		
		Time clock cutsheets, subpanels, junction box NEMA ratings, etc.		
		Special Inspection and Testing Form (if applicable)	Click here for link	

PDF #4 - Planning supporting documentation on One (1) single PDF

File to be Named: Address_Permit#_PC1_PLNG

PDF #4 Planning Documents	Applicant Use		Staff Use Only	
	Included	N/A	Included	Missing
		Copy of acknowledged Planning Permit		

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	
Current applicable codes	
Index of drawings	
Detailed description of scope of work and pages numbered (x of y)	
All plan sheets shall be signed by the appropriate design professional(s). If the project scope allows plan preparation by someone other than a licensed individual, such plan preparer shall sign and date all plan sheets. BPCS 5500, et seq. Licensed sign contractor to sign each plan sheet	
Specify type of wall construction you will be attaching signage to (concrete, wood, stucco, etc.)	
Specify type and size of fasteners (diameter and length) that will be used to attach signage and how the existing wall cladding weather barrier will be maintained	
Detail location of dedicated circuit for signage with automatic time clock control and panel locations	
Location restrictions: Signs shall not be erected, constructed or maintained to obstruct any fire escape or any window or door or opening used as a means of egress or to prevent free passage from one part of a roof to any other part thereof	
City of South Lake Tahoe Required Note on Plans: <ul style="list-style-type: none"> • Construction hours are only permissible between 8:00 AM thru 6:30 PM • Prior to calling inspection, sign installer to identify sign circuit breaker and update panel directory and provide lockouts and disconnects as required by the California Electrical Code • A sign shall not be erected in a manner that would confuse or obstruct the view of or interfere with exit signs required by Chapter 10 or with official traffic signs, signals or devices • Identification: Every outdoor advertising display sign hereafter erected, constructed or maintained, for which a permit is required shall be plainly marked with the name of the person, firm or corporation erecting and maintaining such sign and shall have affixed on the front thereof the permit number issued for said sign or other method of identification approved by the building official. 	
FOUNDATION PLAN (If applicable)	Sheet #
Show all new and any existing foundation/footings	
If ground mounted: Plot/Site Plan, footprints, cabinet locations, right of ways, easements and property lines, floor plan, elevations, sections, etc.	
Show footing details, exterior and interior pier / spread footing legends, etc. (frost depth 18")	
Show locations and provide installation details for all embedded hardware and reinforcing steel	
If ground mounted sign proposed - 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	
ELECTRICAL PLAN	Sheet #
Illumination: A sign shall not be illuminated by other than electrical means, and electrical devices and wiring shall be installed in accordance with the requirements of NFPA 70.	
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	
Show locations of panels, transformers and fixed equipment (clear work space, access, etc.)	
Provide UL listing for signs on plans or within supplemental document package	
Types of conductors, max temperature, type of insulation, isolated grounding, equipotential bonding, etc.	

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 and Safety Division
 South Lake Tahoe, California 96150-6251
 (530) 542-6010 · (530) 541-7524 FAX · PermitCenter@CityofSLT.US

SUBMITTAL DATE:	OFFICE USE ONLY	PERMIT NUMBER:
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RESIDENTIAL:	NON-RESIDENTIAL:	
PROJECT ADDRESS:		APN:

PROPERTY OWNER AKA **OWNER-BUILDER:** _____ **OR** **CONTRACTOR:** _____

PROPERTY OWNER INFORMATION (REQUIRED)

NAME:			
MAILING ADDRESS:		CITY, STATE, ZIP:	
PHONE:		CELL:	
E-MAIL:		FAX:	
TENANT DBA:			

PLEASE NOTE: TENANT MUST PROVIDE [PROPERTY OWNER AUTHORIZATION FORM](#)

REPRESENTATIVE OR DESIGN PROFESSIONAL

ARCHITECT	_____	ENGINEER	_____	DESIGNER	_____	REPRESENTATIVE	_____	N/A	_____
NAME:					COMPANY NAME:				
MAILING ADDRESS:					CITY, STATE, ZIP:				
PHONE:					CELL:				
E-MAIL:					FAX:				

PLEASE NOTE: REPRESENTATIVE OR DESIGN PROFESSIONAL MUST PROVIDE [PROPERTY OWNER AUTHORIZATION FORM](#)

PLAN REVIEW CONTACT PERSON (WHERE APPLICABLE):	
PHONE:	E-MAIL:

CONTRACTOR INFORMATION

CONTRACTOR NAME:			
MAILING ADDRESS:		CITY, STATE, ZIP:	
PHONE:		CELL:	
EMAIL:		FAX:	
LICENSE #:		LICENSE TYPE:	EXPIRATION DATE:
CITY BUSINESS LIC. # (REQUIRED):		EXPIRATION DATE:	

PROJECT VALUATION (AS IF A LICENSED CONTRACTOR PERFORMED THE WORK, MATERIALS AND LABOR): \$

FULL SCOPE OF WORK TO BE PERFORMED:

_____	IF YOUR PROJECT IS A TRPA QE, PLEASE PROVIDE THE TRPA QE APPLICATION ALONG WITH THE CITY APPLICATION. CLICK HERE FOR LINK. NOTE FOR DECKS AND SHEDS: PHOTOS REQUIRED OF LENGTH AND WIDTH SHOWING CURRENT SIZE OF DECK, AS WELL AS VIEWS FROM BACK AND SIDE YARD OF UNIT TO BE REPLACED, PER TRPA QE INSTRUCTIONS.
_____	KITCHEN OR BATHROOM REMODELS: REQUIRE DRAWINGS OF EXISTING LAYOUT AND PROPOSED LAYOUT OF ROOM BEING REMODELED, TO SCALE, WITH CODE UPGRADES ON 8" x 11" PAPER. SEE EXAMPLES AND CODE REQUIREMENTS VIA THESE LINKS: TIP SHEETS: KITCHEN; BATHROOM.
_____	HOMES PURCHASED WITHIN THE LAST SIX MONTHS: INCLUDE COPY OF GRANT DEED
_____	HOMES IN HOAs: INCLUDE APPROVAL FROM HOME OWNER'S ASSOCIATION

Owner-Builder Declaration (Please choose one): I hereby affirm under penalty of perjury that I am exempt from the Contractor's 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 Contractor's 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 Contractor's 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 Contractor's 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 (this section need not be completed if the permit is for one hundred dollars (\$100.00) or less):		
CARRIER:		POLICY NUMBER:	
	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 (if applicable): 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.).		
If permit is for an Encroachment, contractor must fill in the below declaration:			
	Driveway will NOT be added/alterd through the course of this project. (Skip to next section if checked)		
	Driveway will be added/alterd through the course of this project. (Complete C-12 contractor information below if checked)		
<ul style="list-style-type: none"> • 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. 			
C-12 CONTRACTOR NAME:		PHONE:	
C-12 CONTRACTOR LICENSE #:		CSLT BUSINESS LICENSE #:	
CONTRACTOR SIGNATURE:			DATE:
Property Owner Authorization - Only required if applicant is NOT owner or licensed contractor			
OWNER NAME:		PHONE:	
MAILING ADDRESS:		E-MAIL:	
ATTENTION PROPERTY OWNER: The Building and 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 NAME:		PHONE:	
MAILING ADDRESS:		E-MAIL:	
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:
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:			
	The City's approved plans and Permit Inspection Card must remain on the job site for use by City Inspection Personnel.		
	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(S):		_____	
PROPERTY OWNER(S) OR AUTHORIZED AGENT/CONTRACTOR SIGNATURE(S):			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.			



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 for the permit in which I am applying, on or after _____. This payment is for

(Select one): Building Permit Planning Permit VHR Permit

at _____
(Property Address)

Billing Address _____ Zip _____

Cardholder Name _____

Card Number _____ Expiration Date _____

CVV2 (3 digit number on back of Visa, MC, Discover; 4 digits on front of AMEX) _____

SIGNATURE: _____ 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 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.