



2020 -2023 EXISTING POOL DEMO 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

They can also be hand delivered to the building department on a Single Flash Drive or CD or you can use our Public scanner to scan and email directly to us.

Applicant Use:
Included N/A

Staff Use Only:
Included Missing

Project Intake Completeness Checklist

PDF #1 - All City Applications & Checklists combined into One (1) single PDF
File to be Named: Address_Permit#_PC1_CityApplications

PDF # 1 - Application	<input type="checkbox"/>	<input type="checkbox"/>	Pool Project Submittal Checklist	This Form	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Permit Worksheets	Page 3 & 4 on this form	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Credit Card Authorization Form	Page 5 on this form	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>	100% Complete construction drawings and specifications, cross-referenced and coordinated among all disciplines		<input type="checkbox"/>	<input type="checkbox"/>
---------------	--------------------------	--------------------------	--	--	--------------------------	--------------------------

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	<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet for Supporting Documents (filled out by applicant)	Click here for link	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Special Inspection and Testing Form (if applicable)	Click here for link	<input type="checkbox"/>	<input type="checkbox"/>

PDF #4 - Planning supporting documentation on One (1) single PDF
File to be Named: Address_Permit#_PC1_PLNG

PDF #4 Planning Documents	<input type="checkbox"/>	<input type="checkbox"/>	Copy of acknowledged Planning Permit for reductions of parking and/or new outdoor space usage. Example: Filled in pool repurposed to outdoor dining area, playground equipment, etc.		<input type="checkbox"/>	<input type="checkbox"/>
---------------------------	--------------------------	--------------------------	--	--	--------------------------	--------------------------

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	
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	
Illustrate compliance with California Building Code (CBC) chapter 33 highlighting safeguards during construction as related to safety requirements during construction and demolition of buildings and structures.	
Show location(s) of: <ul style="list-style-type: none">• Electrical equipment and conduits in which will be demolished and location of new termination points.• Water and drain lines to be removed and location of new termination points.• Gas lines and location of new termination points	
The location of the pool relative to the property lines and structure. <ul style="list-style-type: none">• Indicate location of private septic tank and routing of leach fields relative to the property lines if applicable.• Access route to pool to carry out demolition and cleanup.	
City of South Lake Tahoe Requirements to be attached / redlined to approved plans: <ul style="list-style-type: none">• Construction hours are only permissible between 8:00 AM thru 6:30 PM• Prior to applying for this permit permitted is responsible to acquire required fugitive dust plans/permits, stormwater protection approval, applicable grading permits.• Recycle report shall be submitted to show a minimum of 65% of the demolition has been recycled to CA State standards. <p>A Pregrade/Demolition inspection shall be conducted before demolition begins. This inspection shall verify that the following erosion and vegetation protection is installed to TRPA standards. See link for more information: http://tahoebmp.org/Documents/BMPHandbook/BMP_Handbook.pdf</p> <ol style="list-style-type: none">1. Vegetation fencing around all trees that are scheduled to be preserved.2. Erosion control fencing around the perimeter of the construction site.3. Dust control methods.4. Tahoe Regional Planning Agency (TRPA) approved dewatering containment/treatment system.5. On site containment system for any source of pollution including, demolition dust, site grading dust, litter, sediment, nutrients, oil and grease, etc. Must be contained and are subject to fines and legal action from the City of South Lake Tahoe, Lahontan Regional Water Quality Control Board, TRPA, etc. <ul style="list-style-type: none">• If pool gunite shell is to remain bottom of the pool's shell shall have holes punched or drilled completely through it so water will be able to drain out of the bottom and not accumulate in the pool (minimum of Eight (8) – Eight (8) inch diameter holes). Note on plans: That an inspection of the holes is required prior to backfilling the pool.• The top (twenty-four 24 inches) of the bond beam shall be removed, unless the top remains above grade.• The pool shall be backfilled and compacted to a minimum of ninety percent (90%) maximum density. No organic or other reducible material shall be incorporated in fills. No rock or similar irreducible material with a maximum dimension greater than eight (8) inches shall be buried or placed within forty-eight (48) inches of finished grade.• Field density of backfill shall be determined and submitted by a third-party special inspection method prior to final if special inspection is not used plans must identify the area as not compacted / buildable• All the pump room equipment must be removed, and all items properly terminated, holes, sealed, 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: _____



SUPPORTING DOCUMENTS COVER SHEET

Permit Number: _____

Project Type: _____

Project Address: _____

PC# Supporting Documents Cover Sheet	Page Number: <u>1</u>
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____
_____	Page Number: _____

Department Conditions of Approval:

_____ **Page Number:** _____
_____ **Page Number:** _____

Deferred Submittals:

Notes:



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:
-----------------	------------------------	----------------

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:	
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.