



## 2023-2025 DECK PLAN 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.

All construction drawings shall comply with the minimum requirements of the following codes effective January 1, 2023

**PLEASE NOTE: THE CITY OF SOUTH LAKE TAHOE IS DESIGNATED AS VERY HIGH FIRE HAZARD SEVERITY ZONE**

- |  |   |
|--|---|
| 2022 California Residential Code (CRC) | 2022 California Fire Code (CFC)                             |
| 2022 California Plumbing Code (CPC)    | 2022 Residential and Non-Residential Energy Standards (T24) |
| 2022 California Mechanical Code (CMC)  | 2022 CAL Green  |
| 2022 California Electrical Code (CEC)  | City Ordinances and State Laws                              |

### DESIGN CRITERIA

- |   |   |
|---|---|
| Minimum soil bearing 1,500 PSF<br>Ground Snow Load: 150 PSF<br>Seismic Design Category: D<br>Frost Line Depth: 18 inches<br>Climate Zone: 16<br>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 |
|---|---|

### 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. Use this checklist as your guide. All documents must be in PDF format, clearly labeled and uploaded via our online [webportal](#). See our [Plan Check Electronic Submittal Guide](#) for more information (<https://www.cityofslt.us/1236/Plan-Check-Electronic-Submittal>), which also provides a direct link to the webportal). Click link(s) for City specific [Building Design Criteria](#) and [Local Adoptions](#)

Applicant Use:

Staff Use Only:

Included    N/A

Included    Missing

## Project Intake Completeness Checklist

**PDF #1 - All city applications and checklists combined into one (1) single PDF by applicant.**

File to be named: Address\_Permit#\_PC1\_CityApp

PDF #1 - Application

		Deck Plan Submittal Checklist	This Form		
		Permit Application			
		Credit Card Authorization Form			

**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

		Construction drawings and specifications clearly noted on the Site Plan/Page 1 of the plan set . <b>If deck is increasing in size:</b> include existing and proposed coverage table	<a href="#">Click here for example</a>		
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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

		Cover Sheet for Supporting Documents (filled out by applicant)	<a href="#">Click here for link</a>		
		Structural/Engineering calculations (if applicable)			
		HOA Approval Letter (if applicable)			

**PDF #4 - TRPA applications and supporting TRPA documentation on one (1) single PDF by applicant**

File to be named: Address\_Permit#\_PC1\_TRPA

PDF #4 TRPA Application & Supporting Documents

		New Deck or Increase in Deck Size: Submit TRPA Residential Application. <i>*Ensure following 3 items included</i>	<a href="#">Click on link</a>		
		*BMP Calculation Spreadsheet (Required to be in Color)	<a href="#">Click here for Link</a>		
		*Coverage & Land Capability Verification: <i>required for all Add/Modify/NSFD Projects</i> **Site Assessment or TRPA Stamped Plans Required			
		*Findings - <i>required for all Add/Modify/NSFD Projects</i>	<a href="#">Click here for Link</a>		
		Deck "Like for Like": Submit TRPA Qualified Exempt (QE) Application	<a href="#">Click on link</a>		
		Deck "Like for Like": Photos of existing deck showing deck dimensions and views from all sides			

<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), project owner's name, address and phone number; name, title, address, phone number of design professional; list of current applicable codes	
Detailed description of scope of work and index of drawings and all sheets numbered	
Plot/Site Plan drawn to scale. Lot dimension showing whole parcel and all property lines including parcel square footage. Identify all property corners, setback lines, Building and Deck footprint dimensions of all structures and distance to property lines and recorded easements	
Deck / Railing / Stairs Elevations - Provide all applicable views (i.e., front back, left, right or north, south, east, and west)	
Structural Plans must include foundation plan, framing plan with section drawings, deck framing plan, section drawings and all structural details as appropriate	
Illustrate guards required for deck or floor over 30" above grade, minimum 42" high, with openings less than 4". (CRC R312) Guardrails shall be designed and detailed for lateral forces according to CRC Table 301.5.	
Detail deck lateral load connections for perpendicular and parallel applications at each end of the deck and at deck intersections per CRC R507.9.2. Specify connectors with a minimum allowable stress design capacity of 1,500lbs and install with 24" of the end of the deck. 750lb rated devices are allowed (DTT1Z as example) if located at 4 points along the deck	
Specify hardware and fasteners to be hot-dipped galvanized, stainless steel, silicon bronzed or copper. (CRC R317.3)	
Show location hose bibbs and vent terminations that are affected by deck construction if applicable	
Circuits for GFCI outlets required at decks and new lighting (CEC approved, and dark sky equipped) at landings / stairs.	
Provide footing details, exterior and interior pier / spread footing legends (frost depth minimum 18"), post base layout, clearance to grade, etc.	
Show locations and provide installation details for all embedded hardware and reinforcing steel.	
Framing Plans <ul style="list-style-type: none"> <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 (i.e., girder/post connections, hangers, nailing, required lap, strapping and gusset requirements, etc.)</li> <li>Engineer's callouts 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</li> </ul>	
Illustrate on plans all joists, girders, structural blocking and support posts of lumber that is naturally resistance to decay, or pressure treated lumber when exposed to the weather or alternate means to project the lumber specifically out on plans	
<b>2. Building Envelope Compliance</b>	<b>Sheet #</b>
Exterior wall envelope - Provide details of the exterior wall envelope will be maintained, including flashing, deck pan flashings, spacers, 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	
<b>3. TRPA Requirements</b>	<b>Sheet #</b>
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. See also <a href="http://tahoebmp.org/bmphandbook.aspx">http://tahoebmp.org/bmphandbook.aspx</a>	
Location and dimensions of proposed structures including overhang coverage reductions at 3:1	
Tree locations, Species, and size of all trees 6 inches or greater, mark those to be removed or trimmed and all rock outcroppings - Indicate on plans all trees and other natural items proposed to be removed	
Provide Defensible Space plan identifying trees to be removed /trimmed /remain, include details for methods of compliance: Tree trimming, tree spacing, and undergrowth allowance	
Allowable land coverage calculations by Land Capability Districts (or IPES info) including transferred coverage, if applicable (indicate total lot size in square feet) Baily's or IPES score and allowable coverage. Include Site Assessment letter and site plan if applicable	
Location of stream environment zone (SEZ), with required setback(s)	
Verified Backshore boundary and high-water lines for Tahoe Keys and lakefront parcels	

***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:** \_\_\_\_\_