



2020-2023 RESIDENTIAL 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, 2020

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

- | | |
|--|---|
| 2019 California Residential Code (CRC) | 2019 California Fire Code (CFC) |
| 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 (ASCE 7-10): |
| 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 before they are submitted. If they are not, they will be rejected during the processing stage. [Dropbox](#) and/or [Google Drive](#) links are encouraged if emailing as large file sizes. PDF submittals must be complete with all required documents, clearly labeled, and emailed in a single email to: PlanSubmittal@CityofSLT.US Or hand delivered to the Building Department on a single flash drive or CD.

Applicant Use:

Staff Use Only:

Included N/A

Included Missing

Project Intake Completeness Checklist

	Included	N/A		Included	Missing
PDF # 1 - Application	PDF #1 - All city applications and checklists combined into one (1) single PDF by applicant.				
	File to be named: Address_Permit#_PC1_CityApplications				
			Residential Deck Plan Submittal Checklist	This Form	
			Permit Worksheets	Attached at end of this worksheet	
PDF#2 - Plans	PDF #2 - All plan sheets combined and in order on one (1) single PDF by applicant				
	File to be named: Address_Permit#_PC1_Plans				
		Construction drawings and specifications clearly noted on the Site Plan/Page 1 of the plan set . If deck is increasing in size: include existing and proposed coverage table	Click here for example		
PDF #3 Supporting Documents	PDF #3 - Supporting Documents on one (1) single PDF with cover page by applicant				
	File to be named: Address_Permit#_PC1_SupDocs				
			Cover Sheet for Supporting Documents (filled out by applicant)	Click here for link	
			Structural/Engineering calculations (if applicable)		
PDF #4 TRPA Applicable Application & Supporting Documents	PDF #4 - TRPA applications and supporting TRPA documentation on one (1) single PDF by applicant				
	File to be named: Address_Permit#_PC1_TRPA				
			New Deck or Increase in Deck Size: Submit TRPA Residential Application. <i>*Ensure following 3 items included</i>	Click on link	
			*BMP Calculation Spreadsheet (Required to be in Color)	Click here for Link	
			*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>	Click here for Link	
		Deck "Like for Like": Submit TRPA Qualified Exempt (QE) Application	Click on link		
		Deck "Like for Like": Photos of existing deck showing deck dimensions and views from all sides			

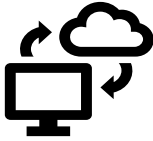
Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant	
1. General Information (cover sheet):	Sheet #
Project name, address, and Assessor Parcel Number (APN), project owner's name, address and phone number; name, title, address, phone number of design professional; list of current applicable codes	
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"> 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.) 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 	
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	
2. Building Envelope Compliance	Sheet #
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	
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. See also http://tahoebmp.org/bmphandbook.aspx	
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: _____



The City of South Lake Tahoe thanks you for submitting your project as a (PDF) Portable Document Format and reducing the environmental impacts of the plan check and approval process.

The Review Process: What happens next?

The digital submittal allows departments to simultaneously review your project with the goal to approve the project, watermark with the City's seal and plans return to the applicant for printing and final permit issuance. In the event plan check corrections are required we combine all the plan review notes into one source document and return these to the applicant in a timely manner.



Once your application is received, our Permit Technicians will review the submitted PDF's and proceed as follows:

- If the submittal is incomplete, it will be returned via email noting missing components. If the submittal is not received as per instructions on the Submittal Checklist with PDF's named accordingly and plans and documents properly attached, it will also be returned.
- If the application and submittal files are deemed complete, the plan review process begins. The project will be routed to the appropriate review departments listed below.



The Building Division will determine compliance with the minimum requirements of State and local laws and standards of applicable codes including but not limited to: California Building Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Energy Code, and the California Green Building Standards Code.



The Planning Division will verify compliance with zoning regulations, including authorized uses within zoning districts, required parking, and property development standards such as setbacks, and density requirements.



If required, a TRPA review will be conducted as specified in our MOU to ensure TRPA Code of Ordinances requirements are being met.



If required, the Fire Safety Inspector will check for compliance with fire safety requirements and the California Fire Code along with applicable National Fire Protection Association standards.



If required, the Public Works Department will check for compliance with stormwater management, drainage, parking and driveway standards and public improvement requirements.



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: _____
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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. #:		EXPIRATION DATE:	

PROJECT VALUATION: \$	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.