



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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PERMIT TYPE:		
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. # (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.			



Development Services Department Building Division

WINDOW VERIFICATION FORM

FOR CONTRACTOR USE ONLY. DO NOT USE IF OWNER-BUILDER

SITE ADDRESS: _____ APN: _____

OWNER: _____ PERMIT#: _____

This form is a permanent Building Department record. I affirm, under penalty of perjury, that I am a contractor licensed in the State of California doing the work and:

_____ The windows have been installed to prevent water and air intrusion. The installation complies with manufacturer's installation instructions.

Window installations with a total value of labor and material not exceeding \$1,000.00 will not require updated smoke detectors or carbon monoxide alarms (CA Res Code R315.22, 314.4.6.2).

This form must be completed and available to the Building Inspector at the time of final inspection.

Contractor Name: _____ License #: _____

Contractor Signature Date

WINDOW CHANGE-OUT PERMIT PROCEDURE

Effective Date 1/1/2013 & Energy Code Updates Effective 7/1/2016

The State of California Building Code requires a permit to change out windows in existing buildings. This would apply to a single window or a complete house package even when it is done “like for like”. The following code requirements from the California Residential Code (CRC) would apply:

- | | |
|---|---------------------------|
| 1. Hazardous locations would require tempered windows. | CRC Section R308 |
| 2. Window guards where applicable. | CRC Section R612.2 |
| 3. Installation of windows per manufactures specifications. | CRC Section R612.1 |
| 4. Smoke and Carbon Monoxide Alarms to current code. | CRC Section R314.6a-1 |
| 5. Comply w/ Energy Standards, min. of .35 or less U value | CRC Energy Code T-150.1-A |
| 6. Solar Heat Gain Coefficient SHGC rating of .36 or less | CRC Energy Code T-150.1-A |

Details of Requirements:

1. When windows are located in certain areas they must be tempered safety glass. See CRC R308 for complete details. General requirements are as follows:
 - Within 24 inches of the arc of a door in the closed position, either jamb side.
 - Within enclosures and walls facing tubs, showers, hot tubs and spas where the edge of the glazing is less than 60 inches measured vertically above the standing surface.
 - Within 60 inches of stairways, landing and ramps measured horizontal and 36 inches vertically.
2. In dwelling units where the opening of an operable window is located more than 72 inches above a surface and a clear opening is less than 24 inches above the finish floor, a window guard is required. The clear space opening space shall be limited to a maximum of four inches to the 24 inch mark.
3. Windows must be installed correctly to prevent water intrusion. Manufacture specifications must be on site to verify compliance. An inspection will be done to verify proper installation. If a CA Licensed Contractor pulls the permit, a window verification form will be allowed for the installation inspection.
4. Smoke Detectors and CO Alarms shall be installed to current code whenever the value of the job exceeds \$1,000.00. Carbon Monoxide Alarms shall be installed on each floor and any bedroom with a gas appliance in it. Smoke alarms shall be installed in every bedroom, hallway leading to bedrooms, top of stairs and on each floor. These added alarms may be battery operated. Conventional ionization smoke alarms that are solely battery powered shall be equipped with a ten-year battery and have a silence feature.
5. All windows must meet the minimum U value for climate zone 16 which is .35. This will be verified on site with the final inspection or the rough in for homeowners.

This handout is a condensed version of the requirements. Please refer to the above referenced code sections for complete details and if you have any questions please ask our staff for clarification.



Nevada County Building Department

950 Maidu Avenue
Nevada City, CA 95959
(530) 265-1222

www.mynevadacounty.com

City of Grass Valley Building Department

125 East Main Street
Grass Valley, CA 95945
(530) 274-4340

www.cityofgrassvalley.com

City of South Lake Tahoe Building Department

1052 Tata Ln.
South Lake Tahoe, CA 96150
(530) 542-6010

www.cityofslt.us

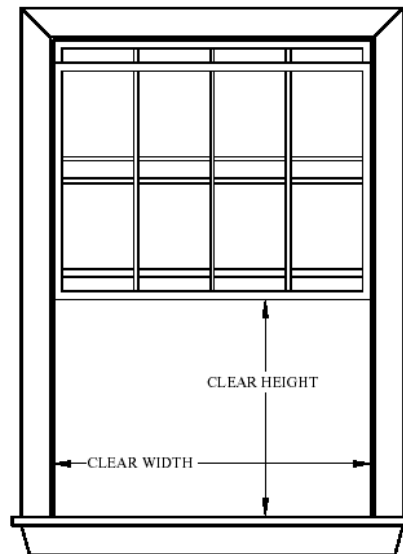
"Partnering to Improve Consistency & Customer Service"

Emergency Escape and Rescue Openings 2019 California Residential Code

The 1989-1993 annual average for fire deaths due to fires in homes was close to 4000 people; in addition the annual average for injuries due to fires in homes during this same time period, was 21,000. It is because of these figures for deaths and injuries that the building codes require a means for emergency escape or rescue from specific parts of the house. Very few people have the necessary training and equipment to fight a fire in a house; when there is a fire emergency, evacuation of the occupants is the primary strategy to prevent injury or death.

Because a person who is asleep is usually unaware of when a fire begins, an emergency means of escape from a bedroom is required. A fire which begins outside the bedroom often blocks the normal egress path, and leaves the occupants with no alternative but a window or door which opens directly to the outside of the house. Although a person who is occupying a habitable space in a basement may not be asleep, an emergency escape route from the basement is required because a fire in the upper level can render that space unusable as a path of escape from the house.

The importance of early fire warning (smoke detectors) and an emergency escape path provides the best defense against injury or death due to a fire emergency in a house. For people who because of age or physical condition, are unable to exit during a fire emergency, the emergency escape and rescue opening(s) will provide access for trained fire fighters to enter the house and get people out.



Requirements for an Emergency Escape Window

An emergency escape window (or door which opens directly to the outside of the house) is required in every bedroom, or habitable basement. In the event of a fire, this window (or door) will allow people to escape, and/or allow firefighters to get into the house to rescue people.

1. The minimum clear opening height shall be 24".
2. The minimum clear opening width shall be 20".
3. **The minimum clear opening area shall be 5.7 sq. ft.** Multiply the clear width by the clear height to calculate the clear opening area. Note: An opening of 24" x 20" will have an area of 3.33 ft², which is not large enough.
4. **A grade level window may have a clear opening area of 5.0 sq. ft.** A grade level window is one which a person can enter or exit from the ground outside, without a ladder.
5. The clear opening is measured with the lower sash in the raised position.

6. The window clear opening may be a maximum of 44" above the floor.
7. Other types of windows such as sliding or casement may also be used. With the operable part(s) of the window in the fully open position, the clear width, height and area can be determined.

In dwellings protected by automatic fire sprinkler systems, sleeping rooms in basements need not have an emergency escape and rescue opening provided the basement has one of the following:

- *One means of egress complying with Section R311 and one emergency escape and rescue opening.*
- *Two means of egress complying with Section R311.*

Minimum Width/Height Requirements for Emergency Escape and Rescue Openings

(5.7sq. ft. opening)

Width	20	20.5	21	21.5	22	22.5	23	23.5	24	24.5	25	25.5	26	26.5	27
Height	41	40	39.1	38.2	37.3	36.5	35.7	34.9	34.2	33.5	32.8	32.2	31.6	31	30.4

Width	27.5	28	28.5	29	29.5	30	30.5	31	31.5	32	32.5	33	33.5	34	34.2
Height	29.8	29.3	28.8	28.3	27.8	27.4	26.9	26.5	26.1	25.7	25.3	24.9	24.5	24.1	24

(5.0 sq. ft. opening)

Width	20	20.5	21	21.5	22	22.5	23	23.5	24	24.5	25	25.5	26	26.5	27
Height	36	35	34.5	33.5	33	32	31.5	31	30	29.5	29	28.5	28	27.5	27

Width	27.5	28	28.5	29	29.5	30
Height	26.5	26	25.5	25	24.5	24

Window Replacement Permits:

If the existing rough opening is not altered or enlarged, then the new window is not required to comply with current egress requirements provided the new assembly does not reduce the open-able dimensions to less than that of the existing assembly or make the window more dangerous to the occupants. *It is highly recommended that existing non-compliant bedroom egress windows be upgraded to meet current code requirements.*



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.