



# 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](mailto:PermitCenter@CityofSLT.US)

SUBMITTAL DATE:	<b>OFFICE USE ONLY</b>	PERMIT NUMBER:
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PERMIT TYPE:
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RESIDENTIAL:	NON-RESIDENTIAL:
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<b>PROJECT ADDRESS:</b>	APN:
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PROPERTY OWNER AKA <b>OWNER-BUILDER:</b> _____ <b>OR</b>	<b>CONTRACTOR:</b> _____
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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): \$**

<b>FULL SCOPE OF WORK TO BE PERFORMED:</b>

	IF YOUR PROJECT IS A TRPA QE, PLEASE PROVIDE THE TRPA QE APPLICATION ALONG WITH THE CITY APPLICATION. CLICK <a href="#">HERE</a> FOR LINK. <b>NOTE FOR DECKS AND SHEDS:</b> 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.
	<b>KITCHEN OR BATHROOM REMODELS:</b> 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: <a href="#">TIP SHEETS: KITCHEN;</a> <a href="#">BATHROOM.</a>
	<b>HOMES PURCHASED WITHIN THE LAST SIX MONTHS:</b> INCLUDE COPY OF GRANT DEED
	<b>HOMES IN HOAs:</b> INCLUDE APPROVAL FROM HOME OWNER'S ASSOCIATION

<b>Owner-Builder Declaration (Please choose one):</b> 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 _____		
<b>PROPERTY OWNER/AUTHORIZED AGENT SIGNATURE:</b>			<b>DATE:</b>
<b>Licensed Contractors Declaration:</b> 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.			
<b>CONTRACTOR SIGNATURE:</b>			<b>DATE:</b>
<b>Workers' Compensation Declaration:</b> 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 <b>(this section need not be completed if the permit is for one hundred dollars (\$100.00) or less):</b>		
<b>CARRIER:</b>		<b>POLICY NUMBER:</b>	
	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.		
<b>CONTRACTOR SIGNATURE:</b>			<b>DATE:</b>
<b>WARNING:</b> 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.			
	<b>Construction Lending Agency Declaration (if applicable):</b> 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.).		
<b>If permit is for an Encroachment, contractor must fill in the below declaration:</b>			
	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"> <li>• 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.</li> <li>• City Liability Insurance and contractor license must be on file with the CSLT and must remain current throughout the paving season.</li> </ul>		
C-12 CONTRACTOR NAME:		PHONE:	
C-12 CONTRACTOR LICENSE #:		CSLT BUSINESS LICENSE #:	
<b>CONTRACTOR SIGNATURE:</b>			<b>DATE:</b>
<b>Property Owner Authorization - Only required if applicant is NOT owner or licensed contractor</b>			
OWNER NAME:		PHONE:	
MAILING ADDRESS:		E-MAIL:	
<b>ATTENTION PROPERTY OWNER:</b> The Building and Safety Division requires <a href="#">property owner authorization</a> 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:	
<b>The applicant identified on this document has my approval to submit applications and/or plans for the following upgrades or renovations</b>			
<b>OWNER(S) SIGNATURE(S):</b>			<b>DATE:</b>
<b>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:</b>			
	The City's approved plans and Permit Inspection Card <b>must remain on the job site</b> for use by City Inspection Personnel.		
	Final inspection of the work authorized by this permit is required. A <b>Certificate of Occupancy must be obtained prior to use and occupancy</b> 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.			
<b>PRINT NAME(S):</b>		_____	
<b>PROPERTY OWNER(S) OR AUTHORIZED AGENT/CONTRACTOR SIGNATURE(S):</b>			<b>DATE:</b>
_____			_____
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.			



**Mail**

PO Box 5310  
Stateline, NV 89449-5310

**Location**

128 Market Street  
Stateline, NV 89449

**Contact**

Phone: 775-588-4547  
Fax: 775-588-4527  
www.trpa.gov

## QUALIFIED EXEMPT ACTIVITIES INFORMATION & DECLARATION PACKET

### I. PROCESS FOR QUALIFIED EXEMPT ACTIVITIES

- Step 1: Determine what type of review your project requires:**
- **Exempt-** Review the eligibility criteria listed in the Exempt Activity Packet or in Chapter 2 of the TRPA **Code of Ordinances** if your project is exempt, you may proceed without notification to TRPA. Please note, you may still require a permit from another agency.
  - **Qualified Exempt**—Review the eligibility criteria listed in this packet or in Chapter 2 of the TRPA **Code of Ordinances**).
  - **Permit**—If not eligible under Exempt, Qualified Exempt, or Express Check, you will need to apply for a permit using the application that corresponds to the type of project.
- Step 2: Determine whether your application can be submitted to your local building department or TRPA.**
- Step 3: Check to see if your property is located within the FEMA 100-year floodplain.** Additional development, grading, and filling of lands within the floodplain are prohibited.
- Step 4: Determine if Best Management Practices have been completed.** Look up the property's BMP compliance status on the Parcel Tracker. If a certificate has not yet been issued and your Qualified Exempt project includes an addition or modification, you will be required to submit a small BMP retrofit application [here](#) and provide the TRPA file number, prior to completing this Qualified Exempt declaration.
- Step 5: Gather information to submit with your Qualified Exempt declaration form.** Required items vary depending on the type of activity (site drawing, photographs, etc.). A checklist is provided in this packet.
- Step 6: Submit your Qualified Exempt Declaration form and checklist items to TRPA at least 3 working days before commencement of the activity.** Often the review can be completed over the counter during business hours.
- Step 7: Obtain other necessary agency approvals prior to beginning work (building permits, etc.)**

## II. QUALIFIED EXEMPT ACTIVITIES CRITERIA

### REPAIR OF EXISTING STRUCTURES

#### Qualified Exempt if:

- Less than \$21,000 in cost per year (based on cost of materials only)
- Grading does not exceed 7 cubic yards in volume
- No increase in dimensions of structure
- No change or intensification of use
- No increase in commercial floor area
- No increase in density

### STRUCTURAL MODIFICATION REQUIRED BY BUILDING CODE

#### Qualified Exempt if:

- Documentation from local building department is provided
- The modification is the minimum necessary
- Grading does not exceed 7 cubic yards in volume
- No increase in the dimension of a structure visible from a scenic corridor
- No change or intensification of use
- No increase in commercial floor area
- No height created greater than allowed by TRPA Code

### REMODELING OR ADDITIONS TO AN EXISTING STRUCTURE

#### Qualified Exempt if:

- Grading does not exceed 7 cubic yards in volume
- No increase in the dimension of a structure visible from a scenic corridor
- No change or intensification of use
- No increase in commercial floor area
- No height created greater than allowed by TRPA Code
- No increase or relocation of land coverage
- BMP retrofit plan and schedule is submitted, if not already in compliance
- Excess land coverage mitigation requirements are satisfied
- There is existing paved parking and access

### NON-PERMANENT STRUCTURES (SHED GREENHOUSE, ETC.)

#### Qualified Exempt if:

- Land capability and land coverage are verified
- Located on non-sensitive lands (Classes 4-7 or IPES 726 or higher)
- Does not exceed 120 square feet or 2% of total area of non-sensitive land (whichever is less)
- Total coverage exemptions on site do not exceed 10% of the total area of non-sensitive lands
- Not constructed on a permanent foundation
- All excess coverage is mitigated
- Any unpermitted coverage is removed
- The property has a BMP certificate
- Grading does not exceed 7 cubic yards in volume

### **REPLACEMENT OF EXISTING MOBILE HOME**

Replacement of an existing mobile home in a legally established mobile home space that does not result in a change in use or additional land coverage.

### **GRADING: EXCAVATION, FILLING, OR BACKFILLING**

#### **Qualified Exempt if:**

- Volume does not exceed 7 cubic yards
- Occurs during grading season (May 1-October 15)
- Located on non-sensitive lands (Classes 4-7 or IPES 726 or higher)
- Must be completed within 48 hours
- Site must be stabilized to prevent erosion
- Not a series of excavations that would collectively constitute a project

### **DEMOLITION OF STRUCTURES 50 YEARS IN AGE OR GREATER**

#### **Qualified Exempt if:**

- Structures, improvements, or facilities are not designated historic resources
- Associated grading does not exceed 7 cubic yards in volume
- Banking of land coverage or development rights shall be done prior to or concurrent with demolition.

### **CHANGE IN OPERATION**

#### **Qualified Exempt if:**

- Results in the generation of less than 650 additional vehicle miles traveled
- No change in use classification
- The resulting use is an allowed use
- Applicant pays a mobility mitigation fee if new vehicle miles traveled are created

### **SEASONAL OUTDOOR RETAIL SALES USE**

Outdoor retail sales associated with holiday season such as Christmas tree and pumpkin patch sales, provided the use does not create parking on unpaved areas, does not operate for more than 6 consecutive weeks in a 12-month period, and is located in a plan area designated commercial, public service, or tourist.

### **ROOF REPLACEMENT WITH METAL ROOF**

The metal roof must be a non-glare, earthtone color. Material samples must be submitted.

### **SIGNS**

**The following sign activities are qualified exempt, so long as no land coverage is created or relocated:**

1. Subdivision identification signs- installation or replacement of subdivision identification names or letters, provided that they are installed on existing wall or structure, are not over 12 inches high, and are not internally illuminated
2. Replacement of TRPA-approved sign face



**Mail**  
PO Box 5310  
Stateline, NV 89449-5310

**Location**  
128 Market Street  
Stateline, NV 89449

**Contact**  
Phone: 775-588-4547  
Fax: 775-588-4527  
www.trpa.gov

## QUALIFIED EXEMPT ACTIVITY DECLARATION

**Applicant** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**Representative or Agent** \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**Owner** \_\_\_\_\_  Same as Applicant

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**Project Location/Assessor's Parcel Number (APN)** \_\_\_\_\_

Street Address \_\_\_\_\_

County \_\_\_\_\_ Previous APN(s) \_\_\_\_\_

**Property Restrictions/Easements** *(List any deed restrictions, easements or other restrictions below in the space provided.)*

None \_\_\_\_\_

\_\_\_\_\_

I hereby declare under penalty of perjury that all property restrictions and easements have been fully disclosed. **Initial here:** \_\_\_\_\_

**Project Description/Proposal:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION SIGNATURES**

**DECLARATION:**

I hereby declare under penalty of perjury that this application and all information submitted as part of this application is true and accurate to the best of my knowledge. I am the owner of the subject property, or have been authorized in writing by the owner(s) of the subject property to represent this application, and I have obtained authorization to submit this application from any other necessary parties holding an interest in the subject property. I understand it is my obligation to obtain such authorization, and I further understand that TRPA accepts no responsibility for informing these parties or obtaining their authorization. I understand that should any information or representation submitted in connection with this application be inaccurate, erroneous, or incomplete, TRPA may rescind any approval or take other appropriate action. I hereby authorize TRPA to access the property for the purpose of site visits. I understand that additional information may be required by TRPA to review this project.

**Signature:**

\_\_\_\_\_ At \_\_\_\_\_ Date: \_\_\_\_\_  
*Owner or Person Preparing Application County*

**AUTHORIZATION FOR REPRESENTATION:**

Complete this section only if an agent or consultant is submitting this application on behalf of the property owner.

The following person(s) own the subject property (**Assessor’s Parcel Number(s)** \_\_\_\_\_) or have sufficient interest therein (such as a power of attorney) to make application to TRPA:

**Print Owner(s) Name(s):**

\_\_\_\_\_  
\_\_\_\_\_

I/We authorize \_\_\_\_\_ to act as my/our representative in connection with this application to TRPA for the subject property and agree to be bound by said representative. I understand that additional information may be required by TRPA beyond that submitted by my representative, to review this project. Any cancellation of this authorization shall not be effective until receipt of written notification of same by TRPA. I also understand that should any information or representation submitted in connection with this application be incorrect or untrue, TRPA may rescind any approval or take other appropriate action. I further accept that if this project is approved, I, as the permittee, will be held responsible for any and all permit conditions.

**Owner(s) Signature(s):**

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ File Number: \_\_\_\_\_  
Received By: \_\_\_\_\_ Excess Coverage Mitigation Fee: \$ \_\_\_\_\_  
Filing Fee: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_

## APPLICATION CHECKLISTS

The following section contains checklists of items to be submitted with your Qualified Exempt Declaration. Not all items will be applicable for every project. For more detailed information on the difference between Exempt and Qualified Exempt Activities, please reference the Exempt/Qualified Exempt Information Packet.

### REPAIR OF EXISTING STRUCTURES

- Completed and signed declaration form**
- Photos showing existing conditions of structure**
- Detailed project description including:**
  - Construction schedule
  - Estimate of associated grading, excavation, or filling (in cubic yards)
- Itemized structural cost list prepared by a qualified professional**

### STRUCTURAL MODIFICATION REQUIRED BY BUILDING CODE

- Completed and signed declaration form**
- Documentation from local building department requiring modification**
- Scaled elevation drawings showing the existing and proposed height, if the modification involves a change in height**

### REMODELING OR ADDITIONS TO AN EXISTING STRUCTURE

- Completed and signed declaration form**
- Qualified Exempt [filing fee](#)**
- Fire protection agency pre-approval**
- Verified land capability or IPES score, if available. Otherwise, excess coverage mitigation will be calculated assuming 1% allowable coverage**
- Three (3) copies of the site plan showing:**
  - Property lines, easements, building setbacks
  - Map scale and north arrow
  - Assessor's Parcel Number (APN), property address and property owner(s) name(s)
  - Parcel area in square feet
  - Verified land capability districts, if available
  - All existing and proposed development
  - Trees greater than 14" dbh and rock outcrops
  - Existing and proposed topographic contour lines at 2-foot intervals
  - Construction staging area and temporary BMP's
- Three (3) copies of the Existing and Proposed Building Elevations showing:**
  - Finish floor elevations with respect to contour elevations on site plan
  - Drawing scale and view aspect
  - Roof pitch of each roof plane and the slope across the building site (if more than one roof pitch, provide a roof plan)
  - Allowed and proposed height calculations
  - Elevation of the highest roof ridge and lowest elevation of foundation wall at natural grade



- Three (3) copies of Existing and Proposed Floor Plans showing:**
  - Scaled dimensions
  - All exterior entrances/exits
  - TRPA-approved wood stove, fireplace, space and water heaters
- Photographs showing the area to be modified**
- Completed excess coverage mitigation worksheet**
- Evidence of a BMP certificate or TRPA file number proving BMP plans have been submitted and are in review with TRPA's Environmental Improvement Program Division. Please click [here](#) for details on how to submit this information for online.**

### **NON-PERMANENT STRUCTURES (SHED, GREENHOUSE, ETC.)**

- Completed and signed declaration form**
- Fire protection agency pre-approval**
- Copy of Best Management Practices Certificate**
- Proof of land capability verification or IPES Score (must be verified Class 4-7 or IPES 726 or higher)**
- Proof of verification of existing land coverage**
- Completed coverage exemption worksheet**
- Excess coverage mitigation fee (all excess coverage must be mitigated). Complete the mitigation fee worksheet to calculate the fee.**
- Three (3) copies of the site plan showing:**
  - Property lines, easements, building setbacks
  - map scale and north arrow
  - Assessor's Parcel Number (APN), property address and property owner(s) name(s)
  - Parcel area in square feet
  - Existing and proposed topographic contour lines at 2-foot intervals
  - Verified land capability districts, if available
  - Location of proposed non-permanent structure
  - Existing, proposed and allowable coverage calculations
  - Trees greater than 14" dbh and rock outcrops

### **GRADING: EXCAVATION, FILLING, BACKFILLING (MAXIMUM 7 CUBIC YARDS)**

- Completed and signed declaration form**
- Proof of land capability verification or IPES, if available**
- Three (3) copies of the site drawing showing:**
  - Location of the area to be graded
  - Dimensions of graded area, quantity of material, disposal location
  - Location of erosion control barriers and vegetation protective fencing
  - Revegetation details, if applicable
- Photographs of the area to be graded**

### **DEMOLITION OF STRUCTURES 50 YEARS OLD OR GREATER**

- Completed and signed declaration form**
- Estimate of associated grading, excavation, or filling**
- Results of TRPA Historic Determination stating it's not a designated historic resource.**

### **ROOF REPLACEMENT WITH METAL ROOF**

- Completed and signed declaration form
- Proposed color and material sample along with Munsell value and chroma rating (must be 0-4 range)

### **CHANGE IN OPERATION**

- Completed and signed declaration form
- Detailed project description, including existing and proposed use
- Determine if the project will create a significant increase in Vehicle Miles Travelled (VMT), using the [Project Impact Assessment Tool](#). See the [Project Impact Assessment Guidelines](#) for more information.
- Applicant pays mobility mitigation fee if new vehicle miles traveled are created.

### **SIGNS**

- Qualified Exempt [filing fee](#)
- Three (3) copies of the site drawing showing the location of proposed signs
- Sign and copy dimensions

### **SEASONAL OUTDOOR RETAIL SALES USE**

- Completed and signed declaration form
- Detailed project description describing use, association with federal/state holiday, and duration of retail sales operation (6 weeks maximum)
- Photographs of existing conditions, including paved parking areas

### **REPLACEMENT OF EXISTING MOBILE HOME**

- Completed and signed declaration form
- Photographs
- Dimensions of existing and proposed mobile home



# 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.**