



CITY OF SOUTH LAKE TAHOE

CITY OF SOUTH LAKE TAHOE
 Development Services Department, Building Division
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2023-2025 ACCESSORY DWELLING UNIT (ADU) BUILDING PERMIT 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	City Ordinances and State Laws

DESIGN CRITERIA

Minimum soil bearing 1,500 PSF Ground Snow Load: 150 PSF Seismic Design Category: D Frost Line Depth: 18 inches Climate Zone: 16 Ice Barrier Underlayment Required	Wind Design Speed (ASCE 7-10): <ul style="list-style-type: none"> • Risk Category 1: 110 mph • Risk Category 2: 120 mph • Risk Category 3: 130 mph • Risk Category 4: 130 mph Termites: Yes
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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:
 Included N/A

Project Intake Completeness Checklist

Staff Use Only:
 Included Missing

_____ Attached ADU _____ Detached ADU _____ Converted _____ Jr. ADU

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		Accessory Dwelling Unit Permit 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		100% Complete Construction Drawings and Specifications, cross-referenced and coordinated among all disciplines (to scale 24" x 36"), including existing and proposed coverage table clearly noted on the Site Plan/Page 1 of the plan set	Click here for example		
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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)	Click here for link		
		Geotechnical Investigations - Reporting CBC 1803.6 TBD by EOR			
		Encroachment Permit Form (if applicable)	Click here for link		
		Structural/Engineering Calculations (if applicable)			
		T24's-Energy Code Compliance Documentation (if applicable) Note: Energy Code requirement to provide solar panels if the unit(s) is a newly constructed, non-manufactured, detached ADU. Per the California Energy Commission (CEC), the panels can be installed on the ADU or on the primary dwelling unit. ADUs that are constructed within existing space, or as an addition to existing homes, including detached additions where an existing detached building is converted from non-residential to residential space, are not subject to the Energy Code requirement to provide solar panels.			

		Truss Calculations and Shop Drawings (if applicable)		
		Fire Sprinklers (if applicable) Note: Installation of fire sprinklers may not be required in an ADU if sprinklers are not required for the primary residence. For example, a residence that was built decades ago would not have been required to have fire sprinklers installed under the applicable building code at the time. Therefore, an ADU created on this lot cannot be required to install fire sprinklers. However, if the same primary dwelling recently underwent significant remodeling and is now required to have fire sprinklers, any ADU created after that remodel must likewise install fire sprinklers. (Gov. Code, § 65852.2, subds. (a)(1)(D)(xii) and (e)(3).)		
		WELO forms (if applicable) Note: Projects proposing to rehabilitate landscaping	Click here for link	
		S.L.T. Public Utility District Letter of Approval (if applicable) Note: ADUs converted from existing space and JADUs shall not be considered by a local agency, special district, or water corporation to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, unless constructed with a new single-family dwelling. The connection fee or capacity charge shall be proportionate to the burden of the proposed ADU, based on its square footage or plumbing fixtures as compared to the primary dwelling	Click here for sample	
		Liberty Letter of Approval or stamps on plans (if applicable).		
		HOA Approval Letter (if applicable)		
		Special Inspection and Testing Form (if applicable)	Click here for link	
		Copy of property title/Grant Deed		
		Proof of Owner-Occupancy Requirements (Junior Accessory Dwelling Units Only): Copy of Homeowner Tax Exemption or Notarized Affidavit of Principal Place of Residence. All Junior Accessory Dwelling Units shall be subject to an owner-occupancy requirement. A person with legal or equitable title to the property shall reside on the property in either the primary dwelling or Junior Accessory Dwelling Unit as that person's legal domicile and primary residence. However, the owner-occupancy requirement of this subsection does not apply if the property is owned by another governmental agency, land trust, or housing organization	Click here for example of Tax Exemption Click here for Affidavit	
		Draft of Deed Restriction (Junior Accessory Dwelling Units Only)	Click here for template	

PDF #4 - TRPA Documents

PDF #4 - TRPA Applications and Supporting TRPA documentation on one (1) single PDF by applicant
File to be named: Address_Permit#_PC1_TRPA

		Proof of conditional TRPA Permit approval (from TRPA) OR copy of acknowledged TRPA Permit (Acknowledged TRPA permit is required prior to issuance of a building permit)	Click here for TRPA Info	
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Important Note(s):

- **Only California licensed design professionals can design three story dwellings**
- **Deferred submittal items are required to be listed on the title or cover sheet of the plans, and must include a schedule and the anticipated date for submittal of each deferred item with the following Deferred Submittal Policy Statement on the plans:**
 - **Documents for deferred submittal items shall include a statement by the architect or engineer of record in responsible charge indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building.**
 - **All deferred submittals require separate plan reviews and permit issuance. Additional fees will apply based upon valuation and fee schedule in effect of time of actual submittals. Two sets of documents and one PDF are required to be submitted to The City of South Lake Tahoe Building Division in a timely manner, but not less than 30 business days prior to installation. This will avoid delays in construction due to review and issuance.**

Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant

1. General Information (Cover Sheet):	Sheet #
<p>Clearly list on cover sheet of plans and permit application what type of ADU proposed</p> <ul style="list-style-type: none"> • Detached: The unit is separated from the primary structure. • Attached: The unit is attached to the primary structure. • Converted Existing Space: Space (e.g., master bedroom, attached garage, storage area or similar use, or an accessory structure) on the lot of the primary residence that is converted into an independent living unit. • Junior Accessory Dwelling Unit (JADU): A specific type of conversion of existing space that is contained entirely within an existing or proposed single-family residence 	
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	
Occupancy group(s) and type of construction, fire sprinklers	
Gross square footage for each separate occupancy classification	
Detailed description of scope of work	
Index of drawings and all sheets numbered	
Special Inspection Program: Identify each item requiring special inspection considering items such as excavation and filling, compaction, embedded anchors, structural masonry, welding, high strength bolts, etc	
Statement on cover sheet as follows: "Unit is not intended for sale separate from the primary residence and may be rented" Gov. Code, § 65852.2(a)(1)(D)(i)	
<p>Calculations showing increased floor area of an attached Accessory Dwelling Unit does not exceed 850 square feet if it has fewer than two bedrooms or 1,000 square feet if it has two bedrooms.</p> <p>Note: No more than two bedrooms are allowed.</p> <p>Note: An attached Accessory Dwelling Unit shall not exceed 50 percent of the floor area of the primary dwelling.</p>	
<p>Calculations showing total floor area of a detached Accessory Dwelling does not exceed 850 square feet if it has fewer than two bedrooms or 1,000 square feet if it has two bedrooms.</p> <p>Note: No more than two bedrooms are allowed.</p>	
2. Plot/Site Plan Applicable to Detached, Attached, Converted Existing Space, Junior Accessory Dwelling Unit (JADU)	Sheet #
Plot/Site Plan drawn to 1:8/1:10 scale. Lot dimension showing whole parcel and all property lines including parcel square footage	
Building footprint providing dimensions of all structures and distance to property lines	
Access: Every Accessory Dwelling Unit shall have direct exterior access independent of the exterior access of the primary dwelling.	
Fencing, existing or proposed, with description of material and height (notify Planning Dept. of new installations)	
Site Plan with Topographic Survey showing existing topographic contour lines at 2-foot intervals and proposed finish topographic contour lines at 2-foot intervals	
Identify all property corners, setback lines, and recorded easements	
<p>Parking:</p> <ul style="list-style-type: none"> • One off-street parking space is required for each Accessory Dwelling Unit. The parking requirement for an Accessory Dwelling Unit shall be in addition to the parking requirement for the existing residence on the property. This space may be provided as tandem parking, including on an existing driveway. No parking shall be permitted in the front yard other than on the paved driveway. Parking spaces may also be provided through a mechanical vehicle parking lift. • No Replacement: When a garage, carport, or covered parking structure providing required parking for the primary residence or residences is demolished to allow for the construction of an Accessory Dwelling Unit or is converted to an Accessory Dwelling Unit, those parking spaces are not required to be replaced. • Additional parking for the Accessory Dwelling Unit is not required in the following instances: <ul style="list-style-type: none"> i. The Accessory Dwelling Unit is located within one-half mile walking distance of public transit, including transit stations and bus stations. ii. The Accessory Dwelling Unit is located within a historic district. iii. The Accessory Dwelling Unit is part of the proposed or existing primary residence or an accessory structure. iv. When on-street parking permits are required but not offered to the occupant of the Accessory Dwelling Unit. v. When there is a designated car share vehicle parking space located within one block of the Accessory Dwelling Unit. 	
Provide Defensible Space Plan identifying trees to be removed/trimmed/remain, include details for methods of compliance (tree trimming, tree spacing, and undergrowth allowance)	
A Grading Plan, showing the present contours of the land, the proposed final grade, and location of improvements and details of drainage structures, walls, cribbing, surface protection and landscaping <i>* Only applicable to new exterior alterations</i>	
3. TRPA Requirements	Sheet #
Location of Stream Environment Zone (SEZ), with required setback(s)	
Verified backshore boundary and high-water lines for Tahoe Keys and lakefront parcels	
4. Floor Plan (Demolition Plan, Existing Floor Plan, and Proposed Floor Plans)	Sheet #
Show size of all windows with type of opening, swing of doors, and window schedules.	

Attic, deck, soffits and underfloor ventilation of crawl space with WUI (Wildland-Urban Interface) and ember and fire safe vents *Only applicable to new detached structures	
Crawl space and attic access openings, locations, and framing details *Only applicable to new exterior alterations	
Junior Accessory Dwelling Units Only: JADUs must have an efficiency kitchen. Floor plans or other details must show the following: <ul style="list-style-type: none"> • Sink with a maximum waste line drain of one-and-one-half inches (1 ½") • Cooking facility with appliances which do not require electrical service greater than one 120 volts or natural or propane gas • Food preparation counter or counters that total at least 15 sq. ft. in area • Food storage cabinets that total at least 30 sq. ft. of shelf space 	
5. Building Elevations Existing and Proposed 1/4" = 1" scale	Sheet #
Specifications of exterior materials	
Building Elevations showing the following (not required for interior remodels): <ul style="list-style-type: none"> • Elevations from each view (i.e. front, back, left, right; or north, south, east, and west) • Finished floor elevations with respect to contour elevations on the Site Plan • Roof pitch of each roof plane (if more than one roof pitch is proposed, provide a Roof Plan) • Proposed excavation depth (including excavation needed to construct foundation) Note: For excavations greater than 5 feet, a soils/hydrologic report is required 	
Allowable TRPA and proposed height calculations. See Table 37.4.1 in the TRPA Code of Ordinance (not required for interior remodels)	
Means of Storm Drainage Compliance (not required for interior remodels): <ul style="list-style-type: none"> • Proposed final grade in relation to crown of street or other elevated surfaces • Minimum fall 6" within 10' of foundation • Water can be directed to swales or drains • Surfaces within 10' of the foundation need to slope away 	
Wildland Urban Interface (WUI) Codes and features (not required for interior remodels)	
Fire Separation Distance Compliance (not required for interior remodels): <ul style="list-style-type: none"> • Measured perpendicular to the exterior wall • Measured between the building and lot lines, centerline of a street or alley 	
Snow Shed Impact Areas: Protection of required entries/exits, parking, and driveways (not required for interior remodels)	
6. Mechanical and Plumbing Plan	Sheet #
Proposed fixture count and domestic water line size	
Show location of all backflow assemblies and incorporate cut sheets. Contact STPUD and/or other applicable service provider for further information	
Note on Plans: Air testing of laterals must be coordinated through STPUD and/or other applicable service provider	
Size, type, and termination location of any gas vents, dryer vent, environmental air vents	
Location of all gas fireplaces, water heaters, FAU's, boilers with size and location of all combustion air openings	
If adding/changing gas lines, include an independent gas schematic showing length of each pipe, dimension of each pipe, and BTU's of each appliance on that line, starting at main. Include the total length of each branch	
Locations and GPM of all plumbing fixtures	
Required Notes on Plans: All water supply piping shall be protected from freezing by a minimum of 42 inches of earth covering. All water piping shall be installed in such a manner to allow for the system to be drained. Water piping shall not be installed or concealed in unheated walls, ceilings, and attics	
7. Electrical Plan	Sheet #
Show circuits for plug outlets and lighting	
Exterior light fixture specifications	
A/C rating (new building) and service upgrades; feeder conduit and conductor (type, size, etc.)	
Location of all smoke and carbon monoxide detectors and if they are hardwired or battery type	
Exterior and interior stairway illumination	
Show locations of subpanels and fixed equipment (clear work space, access, etc.)	
Compliance with state energy efficiency standards (Title 24), including, but not limited to, occupancy dimmers.	
8. Structural Plan	Sheet #
Coordinate all Special Inspections listed on Architectural Sheets and Structural Sheets into Special Inspection Program on Cover Sheet of Structural Plans	
Show all new/existing foundation/footings and provide for crawl space access to all areas	
Show footing details, exterior and interior pier/spread footing legends, anchor bolt layout, hold-down locations, mudsill requirements, etc. (frost depth minimum 18")	
Show locations and installation details for all embedded hardware and reinforcing steel. Include a note that all embedded hardware requires an inspection to check depth of hole, cleanliness, and epoxy type	
Moisture Protection: Drainage by perforated pipe or other approved drain system applied to the exterior of the foundation. Waterproofing in areas with a high-water table or other known severe soil-water conditions; flexible sealants or other impervious material	
Structural Plans, including Foundation Plan, Framing Plan with section drawings, Floor Framing Plan, Shear Wall Plan with schedules, Roof Framing Plan, section drawings, and all structural details as appropriate	

<p>Framing Plans:</p> <ul style="list-style-type: none"> • Separate Framing Plans for all floors and roofs are required, including dimensions • Specify grade, species, size, and spacing of all framing members • Provide alpha and numeric gridlines, 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 call-outs 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 plans • Details for connections to effectively demonstrate structural and code compliance 	
<p>9. Building Envelope and Energy Code Compliance</p>	<p>Sheet #</p>
<p>Mandatory CALGreen Requirements: Note: Per CALGreen 4.106.4: Electric Vehicle (EV) charging for new construction is not required for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) without additional parking facilities.</p>	
<p>Building Energy Efficiency Standards Required Note on Plans: At final inspection, builder is required to leave in the building copies of the completed, signed, and submitted compliance documents for the building owner at occupancy. Such information shall, at a minimum, include copies of all Certificates of Compliance, Certificates of Installation, and Certificates of Verification documentation submitted. Section 1</p>	
<p>Building Energy Efficiency Standards Required Note on Plans Ventilation information: Builder to leave in the building, for the building owner at occupancy, a description of the quantities of outdoor air that the ventilation system(s) are designed to provide to the building's conditioned space, and instructions for proper operation and maintenance of the ventilation system</p>	
<p>Roofs: "Ice Guard" is required on roofs of heated areas of buildings. Regardless of covering, this application shall extend from the eave edge of the roof, up the roof slope measured 5 feet beyond the wall line separating the conditioned and unconditioned space, and up 30 inches along each side of a valley. This "Ice Guard" shall be in addition to any other required underlayment</p>	
<p>Exterior wall envelope: Provide details of the exterior wall envelope as required, including flashing, 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</p>	
<p>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</p>	
<p>Photovoltaic Plans or provide document justifying exception(s) to the prescriptive PV requirements and note on cover sheet</p>	

I confirm that have reviewed [CSLT City Code 6.85.050](#) and have submitted 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:** _____