



2020 -2023 FIRE SPRINKLER SUBMITTAL CHECKLIST

This submittal checklist is required with your plan submittal. All applicable sheet #'s must be identified in the columns provided along the right side and will be used to ensure enough detail is included before the City accepts 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 Building Code (CBC) 2019 California Plumbing Code (CPC) 2019 California Mechanical Code (CMC) 2019 California Electrical Code (CEC)	2019 California Fire Code (CFC) and NFPA Standards 2019 Residential and Non-Residential Energy Standards (T24) 2019 CAL Green City Ordinances and State Laws
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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

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

		Fire Sprinkler Submittal Checklist	This Form		
		Permit Worksheets	Attached at end of this worksheet		
		Credit Card Authorization Form			

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

		100% Complete Construction Drawings and Specifications, cross-referenced and coordinated among all disciplines (to scale 24" x 36")		

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		
		Hydraulic Calculations			
		Product Cutsheets: Make, manufacturer, type, heat-response element, temperature rating, and nominal orifice size of the sprinkler and K-factors, sprinkler head specs, antifreeze			
		South Tahoe Public Utility District (STPUD) Letter of Approval or stamps on plans (if applicable) *Or other Lukins, Lakeside, etc.	Click here for sample		
		Hazardous material declaration: List type & quantities of chemicals stored on site.			

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

SPECIFIC PLAN SHEET INFORMATION

1	GENERAL INFORMATION: (cover sheet)	Sheet #
	Project name & address, as well as project owner's name, address and phone number	
	Name, title, address, phone number of design professional	
	Current applicable codes	
	Occupancy group(s) and type of construction, fire sprinklers	
	Equipment Legend	
	The type of system is noted: __ wet, __ dry, __ antifreeze not exceeding 40 gals., __ pre-action, and o type of sprinklers are noted: __ pendent, __ upright, __ sidewall	
	Site Plan with hot box locations and backflows (if applicable)	
	Declaration that the design standard is based on current CA adopted NFPA Standards and identify which standard	
	Detailed description of scope of work and pages numbered (x of y)	
	Index of drawings	
	Stamp & wet signature of design professional (all sheets)	
2	DESIGN CRITERIA and HYDRAULIC CALCULATIONS	Sheet #
	System components are listed for intended use and compatible with the system and equipment data. Sheets must be provided as supplemental documents or incorporated into plan sheets	
	Pipe diameters match the plans	
	Piping shall be sized using hydraulic calculation procedures in accordance with applicable NFPA Standards	
	Include in calculations: static PSI, pipe length, GPM, calculated K-for for riser nipples or drop nipples, elevation data, hose allowance, friction loss, and equivalent pipe length	
3	Sprinkler Plans	Sheet #
	Sprinkler plans shall provide a plan of each floor	
	Ceiling construction of each floor	
	Location of partitions of each floor	
	Occupancy of each area or room of each floor	
	Location and size of concealed spaces, attics, closets, and bathrooms of each floor	
	Any small enclosures in which no sprinklers are to be installed of each floor	
	Size of the utility supply main in the street, pressure, whether dead-end or circulating and, if dead-end, the direction and distance to the nearest circulating main	
	Make, manufacturer, type, heat-response element, temperature rating, and nominal orifice size of the sprinkler and K-factors	
	Temperature rating and location of high-temperature sprinklers	
	Number of sprinklers on each riser, per floor	
	Kind and location of alarm bells	
	Type of pipe and fittings	
	Type of protection for nonmetallic pipe	
	Nominal pipe size with lengths shown to scale	
	Location and size of riser nipples	
	Types of fittings and joints and the locations of all welds and bends	
	All control valves, check valves, drain pipes, and test connections	
	Underground pipe size, length, location, weight, material, and point of connection to the city main; type of valves, meters, and valve pits; and depth at which the top of the pipe is laid below grade. In the case of hydraulically designed systems, the material to be included on the hydraulic data nameplate	
	Sprinklers are rated for ordinary temperature (135°F-175°F) when ceiling temperature does not exceed 100°F, Sprinklers installed where maximum ambient ceiling temperatures are between 101°F and 150°F (39°C and 66°C) shall be intermediate temperature-rated sprinklers unless modified by NFPA. NFPA standards due to distance of sprinklers from heat sources	

	Antifreeze systems are detailed and designed in accordance with NFPA standards	
	Title 24 CFC 903 - All water supply valves and flow switches are supervised	
	Title 24 CFC 903 / NFPA - Exterior flow alarm location is shown, and the type identified. If electric, it is listed for outdoor use, and connected to the building fire alarm, if provided	
	Title 24 CFC 903- Backflow prevention device is shown in the pipe schematic, listed specification sheet, and pressure loss data is provided	
4	PIPE SUPPORT and HANGERS	Sheet #
	Types and locations of hangers, sleeves, braces, and methods of securing pipes are shown	
	Pipe support and hangers are in accordance with NFPA standards	
	Pipe hanger spacing in compliance with applicable NFPA tables	
	Branch lines show one hanger per section of pipe, exceptions are listed	
	Risers in multi-story buildings show supports at the lowest level, each alternate	
5	DRAINS and TEST CONNECTIONS	Sheet #
	Drain with a valve is detailed as being on the system side of the control valve	
	Each portion of trapped dry system piping that is subject to freezing is provided a ½ in. drain	
6	SEISMIC BRACING	Sheet #
	Seismic Bracing in accordance with NFPA standards California Fire Code Chapter 9.	
	Flexible couplings may be used for pipe 2½ in. or larger in accordance with NFPA standards	
	Seismic separation assembly for piping is provided at building seismic joints	
	Detailed proper pipe clearance is noted on the plans for pipe penetrations in walls, floors, platforms or foundations. Minimum clearance is in accordance with NFPA standards	
	Detailed fire resistive assembly's penetration treatments and specify what products are to be used for pipe penetrations in walls, floors, platforms, etc.	
	Detailed lateral sway bracing is required at a maximum spacing for all feed and cross mains, and branch lines 2½ in. and larger	
	Seismic bracing calculations are detailed and provided for each brace to be used as shown in NFPA	
7	FIRE DEPARTMENT CONNECTIONS and OTHER REQUIRED DETAILS	Sheet #
	At least one fire department connection is provided for buildings accessible by a fire department that exceed 2000 ft ² (186 m ²) or are more than a single story.	
	FDC is provided a connection that is at least a 1½ I for res ##' for commercial	
	Title 24 CFC 912.2 - The FDC location is detailed on the street side, or response side, of building or as approved by the fire official; and when connected to the water supply it will not obstruct emergency vehicle access to the building	
	Fire sprinkler system shall be monitored by the fire alarm system with central alarm supervision	

I verify 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 being rejected and/or may extend the length of time needed to review the project.

Applicant (Applicant Representative) Name Print: _____

Signature: _____

Date: _____



SUPPORTING DOCUMENTS COVER SHEET

Permit Number: _____

Project Type: _____

Project Address: _____

PC# Supporting Documents Cover Sheet	Page Number: 1
_____	Page Number: _____
_____	Page Number: _____
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Department Conditions of Approval: _____
Page Number: _____
_____ Page Number: _____

Deferred Submittals:

Notes:



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:	Select Permit Type		
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RESIDENTIAL:	<input type="checkbox"/>	NON-RESIDENTIAL:	<input type="checkbox"/>
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PROJECT ADDRESS:	APN:
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PROPERTY OWNER AKA OWNER-BUILDER: <input type="checkbox"/>	OR	CONTRACTOR: <input type="checkbox"/>
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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	<input type="checkbox"/>	ENGINEER	<input type="checkbox"/>	DESIGNER	<input type="checkbox"/>	REPRESENTATIVE	<input type="checkbox"/>	N/A	<input type="checkbox"/>
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).			
<input type="checkbox"/>	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).		
<input type="checkbox"/>	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).		
<input type="checkbox"/>	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:			
<input type="checkbox"/>	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.		
<input type="checkbox"/>	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:
<input type="checkbox"/>	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.			
<input type="checkbox"/>	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:			
<input type="checkbox"/>	Driveway will NOT be added/alterd through the course of this project. (Skip to next section if checked)		
<input type="checkbox"/>	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:			
<input type="checkbox"/>	The City's approved plans and Permit Inspection Card must remain on the job site for use by City Inspection Personnel.		
<input type="checkbox"/>	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.