



2020 -2023 CANNABIS BUSINESS SUBMITTAL CHECKLIST

This submittal checklist is required to be completed by the applicant and submitted with all applicable sheets identified in columns below. It will ensure your submittal is complete and accepted for review.
APPLICANT SIGNATURES REQUIRED ON PAGE 9

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 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 (Current ASCE): |
| 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 or they will be rejected during the processing stage.
 PDF Submittals must contain the 4 PDF's listed below, named as per file naming instructions below, and emailed in a single email to:

PlanSubmittal@CityofSLT.US

Or hand delivered to the building department on a Single Flash Drive or CD.
[Dropbox](#) and/or [Google Drive](#) links are encouraged if emailing large file sizes

Applicant Use:
 Included N/A

Project Intake Checklist

Staff Use Only:
 Included Missing

PDF #1 - All City Applications & Checklists combined in (1) single PDF
File to be Named: Address_Permit#_PC1_CityApplications

PDF # 1 - Application	<input type="checkbox"/>	Cannabis Submittal Checklist	This Form	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Permit Application	Page 10 & 11 on this form	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Credit Card Authorization Form	Page 12 on this form	<input type="checkbox"/>	<input type="checkbox"/>

PDF #2 - All plan sheets combined and in order in (1) single PDF
File to be Named: Address_Permit#_PC1_Plans

PDF#2 - Plans	<input type="checkbox"/>	100% Complete Construction Drawings and Specifications, cross-referenced and coordinated among all disciplines	<input type="checkbox"/>	<input type="checkbox"/>
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PDF #3 - Supporting Documents in (1) single PDF with cover page (use link below)
File to be Named: Address_Permit#_PC1_SupDocs

PDF #3 Supporting Documents	<input type="checkbox"/>	Cover Sheet for Supporting Documents (filled out by applicant)	Click here for link	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Geotechnical Investigations - Reporting CBC 1803.6 TBD by EOR		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Structural/Engineering Calculations (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Energy Code Compliance Documentation (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Truss Calculations and Shop Drawings		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	South Tahoe Public Utility District (STPUD) Letter of Approval or stamps on plans (if applicable) *Or other Lukins, Lakeside, etc.	Click here for sample	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Liberty Letter of Approval or stamps on plans (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Hazardous material declaration: List type & quantities of chemicals stored on site.		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Food equipment cut sheets (for food service facilities)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Access Compliance Review Supporting Documentation Manufacturers' product data sheets for door hardware, plumbing fixtures, showers, lifts, restroom accessories, etc.		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Special Inspection and Testing Form (if applicable)	Click here for link	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	ADA Hardship Form (if applicable)	Click here for link	<input type="checkbox"/>	<input type="checkbox"/>	

PDF #4 - Planning Permit in (1) single PDF
File to be Named: Address_Permit#_PC1_Planning

PDF #4 Planning Documents	<input type="checkbox"/>	Copy of Planning Permit and Receipt showing Planning Fees Paid (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
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Cannabis Business Specific Requirements	Applicants Initials Acknowledgement
A building permit is required to verify occupancy for a Cannabis Business, even if no improvements to the property are proposed.	
All plans and supporting documentation are required to be prepared by a licensed professional registered with the State of California and must address specific requirements for the use as outlined in the codes and standards adopted by the City of South Lake Tahoe and the State of California.	
Permits are not issued within the City for businesses that do not have the following: A valid Cannabis Use Permit, a Development Agreement, and a Valid Cannabis Public Safety License issued by the City.	
Applicants are to submit proof of compliance with California Water Boards Cannabis Policy and General Order in which apply to commercial Cannabis cultivation activities. The fact sheet at the hyperlink below addresses indoor commercial Cannabis cultivation regulatory requirements. https://www.waterboards.ca.gov/centralcoast/water_issues/programs/cannabis_cultivation/docs/faqs_indoor_cultivation.pdf	
Applicants are to submit proof that they are in conformance with the electronic reporting requirements specific to the California Environmental Reporting System.	
Applicants will need to contact the Fire Department for direction and permitting related to hazardous materials inventory reporting.	

Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant	
General Information Pages	Sheet #
Plot/Site Plan	
Architectural Plans including: Floor plan, elevations, roof plan, security elements, life safety alarm elements, door and window schedules, sections, etc.	
Structural Plans including: Foundation plan, framing plan with section drawings, floor framing plan, shear wall plan with schedules, roof framing plan, suspended ceiling framing, section drawings and all structural details as appropriate	
Electrical Plan	
Plumbing Plan	
Mechanical Plan	
Civil Drawings including ADA Path of Travel, Fire Laterals, Hydrant Placement/Locations, PIV, FDC, Apparatus Turning Capabilities, etc.	
TRPA BMP Plans and calculations http://tahoebmp.org/bmphandbook.aspx	
Fire Sprinkler/Fire Alarm layouts and specifications (if deferred, note item on cover sheet along with note that a separate permit is required for deferred submittals)	
Signage (if deferred please note item on cover sheet along with note that a separate permit is required for deferred submittals)	
Landscape Plan	
Cannabis related processing; Plant Oil Extraction requires items such as Class I, Division 1, Group D equipment within the booth, and Class I, Division 2, Group D equipment outside the booth and around openings with a 3 feet clearance in all directions	
Cannabis Extraction Booths and Fume Hoods, Cut Sheets, Manufacturer Specifications, Listings, etc.	
Cannabis related processing / Food Equipment Cut Sheets	
Water supply, drainage calculations, CALGreen reductions and fixture drainage units	
Structural calculations: Two sets of calculations stamped and signed by the design professional	
Truss calculations and truss shop drawings may be submitted on a deferred basis when Design Professional lists the item on Cover Sheet; noting when submitted, they will be stamped by the architect or engineer of record in addition to the design engineer.	
Title 24 Energy Calculations: Incorporated into plan set pages, including but not limited to: ENV 1, ENV Mandatory Measures, MECH 1, LTG1, LTG Mandatory Measures, OLTG1, pages (if applicable)	

Hazardous material declaration: List type & quantities of chemicals stored on site		
Exit Analysis: Seating and exiting layout		
SPECIFIC PLAN SHEET INFORMATION		
1	GENERAL INFORMATION: (cover sheet)	Sheet #
	Project name & address, as well as project owner's name, address and phone number	
	Zoning with Planning Project Conditions (if applicable)	
	Name, title, address, phone number of design professional	
	Current applicable codes	
	Assessor Parcel Number (APN)	
	Occupancy group(s) and type of construction, fire sprinklers	
	Area separation walls and occupancy separation walls with applicable fire ratings, doors, opening protections, etc.	
	Occupant load and exiting requirements (with calculations) Note: The design for the occupant load is based on CBC Chapter 10, § 1004. Growing, storage and shipping areas are 300 sq. ft. per person; cannabis infused products, testing and business areas are 100 sq. ft. per person	
	Gross square footage for each separate occupancy classification	
	Total square footage of building and/or tenant improvement	
	Allowable area calculations	
	Detailed description of scope of work and pages numbered (x of y)	
	Index of drawings	
	Vicinity map identifying the subject property, the adjoining streets, and the major streets in the surrounding area within a one-quarter mile radius of the site and North arrow	
	Stamp & wet signature of design professional (all sheets)	
	Special Inspection Program: Identify each item requiring special inspection considering items such as excavation and filling, embedded anchors, structural masonry, welding, high strength bolts, smoke control systems, etc.	
2	Plot/Site Plan	Sheet #
	Lot dimension showing whole parcel and property lines	
	Building footprint-providing dimensions to property lines	
	Identify location within building footprint where work is being done	
	Parking layout showing:	
	<ul style="list-style-type: none"> • All parking spaces • Location of specialty parking such as disabled access space parking, clean air vehicles, etc. • Disabled access path of travel from public right of way and parking space to the building main entrance 	
	Identify uses of adjacent space or suites	
	Identify building orientation and North arrow	
	Show location of:	
	<ul style="list-style-type: none"> • Electrical room or meters • Sewer lines • Water lines w/meter or well location and back flow devices • Gas meters • Access roadways with driveway/egress location • Curbs and gutters • Fire riser room, hydrant locations and water main size • Trash enclosures 	
3	Foundation Plan	Sheet #
	Show all new and any existing foundation/footings	
	Plan view required – ¼ inch per foot scale	
	Show footing details, exterior and interior legends, grade beams, etc. (frost depth minimum 18")	

Show locations and provide installation details for all embedded hardware and reinforcing steel	
Derail slab patch back expectations (rebar, thickness, vapor barrier etc.)	
4 Floor Plan	Sheet #
Show size of all openings with type of window and swing of doors	
Show new/existing path of travel to a public way with grade percentages	
Show locations of mezzanines and stairways	
Show locations of restrooms with disable access requirements	
Show construction information for any tenant walls	
Illustrate Clear interior finishes complying with CBC Chapter 8	
Provide seating plan within assembly uses and restaurants	
Location type and sizes of all portable fire extinguishers	
Clear work space at all electrical service panels	
Occupancy separation details with GA file numbers or equivalent	
Identify any rated corridor systems, areas separation walls, fire walls, etc. Note: Provide fire rated assemblies with GA file numbers or equivalent, specify intumescent caulk, pads, etc.	
Storage layout (aisle widths) and shelving plans (for shelving over 6' engineering required)	
5 Fire Plan	Sheet #
All applicants will need to incorporate into plans a detailed scope of work related to all business activities and products utilized in their business model or process. Fire Prevention Required Noted on Plans:	
Prior to finalization of building permit, annual operation permits will need to be secured with the Fire Department Operation Permits must be listed on title sheet of plans.	
Signage detailed with regard to smoking or carrying of a lighted pipe, cigar, cigarette or any other type of smoking paraphernalia or material is prohibited in the areas indicated in CFC § 310.	
Note on plans that storage of combustible materials in buildings shall be orderly. Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur per CFC § 315.	
Note on plans that any security device or system that emits any medium that could obscure a means of egress in any building, structure or premise shall be prohibited per CFC § 316.	
Note on plans that reporting of emergencies, coordination with emergency response forces, emergency plans and procedures for managing or responding to emergencies shall comply with the provisions of CFC § 401.	
Note on plans that Emergency evacuation drills complying with provisions of this section shall be conducted at least annually for Group F occupancies listed in section 404 or when required by the fire code official. Drills shall be designed in cooperation with the California Fire Code and local authorities per CFC § 405.	
Compliance with CFC § 407 shall be applicable where hazardous materials subject to permits under CFC §5001.5 are used and/or stored on the premises or where required by the fire code official.	
Location of Knox box; access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the Fire Code Official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official per CFC §506.1	
Detail locations of portable fire extinguishers shall be installed in F, B and U occupancy groups per CFC § 906. The size and distribution of portable fire extinguishers shall be in accordance with CFC § 906 and California Code of Regulations, Title 19.	
Detail locations of duct smoke detectors complying with UL 268A shall be installed in accordance with the CBC, CFC, CMC and NFPA 72 in the main supply air duct of each air-conditioning system having a capacity greater than 2,000 CFM.	
Note on plans an approved fire alarm system installed in accordance with the provisions of the CFC and NFPA 72 shall be provided in new buildings and structures in accordance with CFC § 907.2 and provide	

occupant notification in accordance with CFC § 907.6, unless other requirements are provided by another section of this code.	
High-piled storage or rack storage in any occupancy group shall comply with CFC Chapter 32.	
Storage, use and handling of compressed gases in compressed containers, cylinders, tanks, and systems shall comply with CFC Chapter 53 including those gases regulated elsewhere in the CFC. Partially full compressed gas container, cylinders or tanks containing residual gases shall be considered as full for purposes of the controls required.	
Compressed gases classified as hazardous materials shall also comply with CFC Chapter 50 for general requirements and the applicable sections of Chapters 58 (Flammable Gases), 60 (Highly Toxic and Toxic Materials), 63 (Oxidizer, Oxidizing Gases and Oxidizing Cryogenic Fluids) and 64 (Pyrophoric Materials).	
The storage, use and handling of all hazardous materials shall be in accordance with CFC Chapter 50 (Hazardous Materials) and the applicable sections of Chapter 54 (Corrosive Materials), Chapter 55 (Cryogenic Fluids), Chapter 57 (Flammable and Combustible Liquids) and Chapter 58 (Flammable Gases and Flammable Cryogenic Fluids). The maximum allowable quantity of hazardous materials per control area will be established using CFC § 5003.1. Applicant will need to contact the Fire Inspector for hazardous materials storage, use and handling requirements.	
Hazardous Materials Inventory Statement (HMIS) per CFC § 5001.5.2. An application for building permit shall include an HMIS. The HMIS shall include the following information: A. Product name. B. Component. C. Chemical Abstract Service (CAS) number. D. Location where stored or used. E. Container size. F. Hazard classification. G. Amount in storage. H. Amount in use-closed systems. I. Amount in use-open systems.	
6 Plumbing Plan	Sheet #
New plumbing installations and alterations must meet requirements of the California Plumbing Code (CPC). The number of required fixtures shall be calculated using CPC § 422.1, Table 422.1 and Table A. Plumbing fixtures and fixture fittings must be designed for individuals with disabilities and with the appropriate standards.	
Provide plumbing isometric/schematic showing hot and cold water, sewer, soil, grease traps, waste vents and cleanout sizes and materials	
Show complete drainage system with pipe sizes and piping material	
Show water piping system (hot and cold), pipe sizes and piping material	
Show location of all gas meters and all gas piping location and sizing on plumbing floor plan	
Show location of water heaters, boilers and any other equipment on plumbing floor plan	
Provide water sizing calculations and show drainage fixture count and pipe sizing calculations	
Complete roof drainage and parking drainage system with calculations	
Grease interceptor installation & cleaning instructions	
7 Mechanical Plan	Sheet #
The design of the system shall be such that the emissions or other odors are confined to the area in which they are generated by air currents, hoods, or enclosures and shall be exhausted by a duct system to a safe location or treated by removing contaminants.	
Provide an exhaust system (e.g. carbon scrubbers) designed and constructed to capture sources of contaminants to prevent spreading of contaminants to other parts of the occupied spaces of the building (CMC Chapter 5).	
Building elements separating the cannabis agricultural area from other occupied portions of the building must be air sealed to prevent odor migration into adjacent spaces.	
The inlet for the ventilation system must be located in the area(s) of the highest contaminant concentration per CMC § 505.6.	

Ventilation required. Every occupied space shall be ventilated by natural means in accordance with CMC §402.2 or by mechanical means in accordance with CMC § 402.3.	
Include cut sheets into plans with regard to label information. A permanent factory-applied nameplate shall be affixed to appliances on which shall appear in legible lettering, the manufacturer's name or trademark, the model number, serial number and the seal or mark of the approved agency. A label shall also include all applicable information per CMC § 307	
Size and location of all duct work, plenums, registers, fire dampers, fresh air intakes, and air flow in CFMs	
Size and location of all combustion air openings (when gas appliances are used)	
Size, type and termination of any gas vents, grease ducts, etc.	
Details of any rated shafts and corresponding GA-File number and/or Fire Barrier Duct Wrap UL information; including installation details in accordance with State Fire Marshall regulations	
Show equipment size, weight, manufacturer's name and model number (engineering for any new loads or penetrations on existing framing).	
Provide equipment attachment details per manufacturer's specifications	
Indicate which rooms are to be conditioned and how	
Provide minimum ventilation and outside air	
Provide manufacturer's specs and valuation of walk in cooler boxes	
Exhaust Hood, provide the following: <ul style="list-style-type: none"> • Dimensions, details, and construction listing (U.L. or equal) for the duct enclosure (shaft) • Grease duct location, materials, dimensions and calculations for the duct air velocity 	
Show locations, type and size of ducts and equipment	
Provide CFM of exhaust and make up air	
Indicate type of fire suppression equipment	
Show location of exhaust termination	
Detail any specialized instruction and listings	
Roof plan showing the location of all exhaust, supply air and HVAC equipment	
Dimensions in relation to equipment served and clearance to combustibles	
8 Electrical Plan All electrical system design and permitting is required to be performed by licensed engineers or architects registered in the State of California or qualified and experienced licensed electrical contractors if they are performing the actual installations (design-build). Note: Electrical services which are 400 amps or greater must be designed by licensed electrical engineers registered in the State of California or qualified and experienced licensed electrical contractors if they are performing the actual installations (design-build).	Sheet #
Show circuits for devices and lighting including nonresidential indoor daylighting control requirements	
A/C rating (new building) and service upgrades	
Feeder conduit and conductor (type, size, etc.)	
Show locations of panels, transformers and fixed equipment (clear work space, access, etc.)	
Indicate main disconnect size	
Indicate grounding electrode, conductor location and size	
A completed electrical plan and single line electrical diagram must be provided	
Service entrance-conduit and wire size	
Complete load calculation – Based on square foot area, including 125% for continuous load and largest motor	
All electrical equipment must be listed and labeled by an approved testing agency, CEC Article 110.3.	
Class I, Div. 1 and Class 1, Div. 2 Compliance and Safety for Extraction	
A single line diagram of the existing and proposed electrical system, including the main electrical service shall be provided in the submittal along with panel schedules and load calculations. CEC Article 215.5.	
Types of conductors, max temperature, type of insulation, isolated grounding, equipotential bonding, etc.	
9 Energy / CalGreen Code Regulations	
New, modified and altered building envelope, lighting and mechanical systems must be designed to comply with California Energy Code Nonresidential requirements. The City of South Lake Tahoe is located in Climate Zone 16. For purposes of energy design, the designer is responsible for specifying the building	

<p>features that determine compliance with Building Energy Efficiency Standards and other applicable building codes. Alterations must comply with mandatory measures for the altered components.</p>	
<p>CalGreen Code Requirements California Green Building Standards Code provides provisions to outline planning design and development methods for environmentally responsible site and building design to protect, restore and enhance the environmental quality of the site, building and respect the integrity of adjacent properties. Alterations and additions to existing buildings must include a Green Building Check List for non-residential construction if the valuation is \$200,000 or greater or if the addition is 1,000 square feet or larger.</p>	
<p>10 Security Plan 226011.5 , 26070 6012, 26013 and 26130, Business and Professions Code</p>	
<p>Show limited-access areas, areas used for video surveillance monitoring and surveillance system storage devices, and all security camera locations.</p>	
<p>Identify means to prevent access without reducing egress to the manufacturing premises by unauthorized persons and protect the physical safety of employees. This includes, but is not limited to: (1) Establishing physical barriers to secure perimeter access and all points of entry into a manufacturing premises (such as locking primary entrances with commercial grade, non-residential door locks, or providing fencing around the grounds and driveway, and securing any secondary entrances including windows, roofs, or ventilation systems); (2) Installing a security alarm system to notify and record incident(s) where physical barriers have been breached</p>	
<p>Detail means of Video Surveillance and provide cut sheets for equipment (a) At minimum, licensed premises shall have a digital video surveillance system with a minimum camera resolution of 1280 × 720 pixels. The video surveillance system shall be able to effectively and clearly record images of the area under surveillance. (b) To the extent reasonably possible, all video surveillance cameras shall be installed in a manner that prevents intentional obstruction, tampering with, or disabling. (c) Areas that shall be recorded on the video surveillance system include the following: (1) Areas where cannabis or cannabis products are weighed, packed, stored, quarantined, loaded and unloaded for transportation, prepared, or moved within the premises; (2) Limited-access areas; (3) Security rooms; (4) Areas containing surveillance-system storage devices, which shall contain at least one camera to record the access points to such an area; and (5) The interior and exterior of all entrances and exits to the premises. (d) The surveillance system shall record continuously 24 hours per day and at a minimum speed of 15 frames per second. (e) Any on-site surveillance system storage devices shall be located in secure rooms or areas of the premises in an access-controlled environment. (f) The licensee shall ensure that all surveillance recordings are kept for a minimum of 90 days. (g) All video surveillance recordings shall be available on the licensed premises and are subject to inspection by the Department and shall also be copied and sent, or otherwise provided, to the Department upon request. (h) The video recordings shall display the current date and time of recorded events. Time is to be measured in accordance with the U.S. National Institute of Standards and Technology standards. The displayed date and time shall not significantly obstruct the view of recorded images. (i) If multiple licensed premises are contained within the same building, a single video surveillance system covering the entire building may be used by all of the licensees under the following conditions: (1) Each applicant or licensee shall disclose on their premises diagram where the surveillance recordings are stored; (2) Each applicant or licensee shall include in their security operating procedures an explanation of how the video surveillance system will be shared, including who is responsible for monitoring the video footage and storing any video recordings; (3) All licensees shall have immediate access to the surveillance recordings to produce them pursuant to the requirements of this section; (4) All licensees shall be held responsible and subject to discipline for any violations of the video surveillance requirements.</p>	
<p>11 Landscape and Irrigation Plans Show all existing and proposed landscaping</p>	

Show all existing trees and trees proposed to be removed with diameter at breast height	
Plant key showing quantities, container sizes, botanical designations	
Proposed ground cover or mulch application	
Show proposed irrigation system with components and specifications	
Model Water Efficient Landscape Ordinance calculations and explanation of compliance prepared and stamped by a CA licensed Landscape Architect (if necessary)	
12 Cultivation Facilities	
Mixed use grow facilities are to are most likely meet CBC, Chapter 3 requirements based upon Use and Occupancy Classification for a Factory Industrial, F-1, Moderate-hazard Occupancy. CBC § 306.2. or as determined by the registered design professional preparing the plans.	
Grow facilities such as greenhouses for the exclusive use of plant production may be classified as a U occupancy and shall be consistent with the requirements of CBC Appendix C.	
Grow lights must be installed per the manufacturer’s instructions and wired per CEC article 410.	
NM cable (Romex) is not allowed for use in damp locations (grow rooms) (CEC § 334.10). Approved wiring methods utilized in grow facilities shall be in accordance with wet use “Wiring Methods and Materials”, (CEC Chapter 3). 5. Cultivation facility exhaust outlets must be located 10’ from the property lines, operable openings into the building and from mechanical air intakes (CMC § 506.9)	
13 Manufacturing Facility	
Volatile manufacturing is not permitted in the City of South Lake Tahoe .	
Portions of the cannabis Infused Product facilities may be considered a Hazardous Location based on the method used for the THC extraction and the amount of hazardous material stored. Full disclosure of the extraction process will be required at the time of building permit submittal.	
Cannabis manufacturing facilities shall submit as a part of their permit application a comprehensive description of the program and process proposed for the operation and production at the facility. The documentation shall, as applies, include all of the following: A. A plan that specifies all means to be used for extracting, heating, washing, or otherwise changing the form of the cannabis plant or for testing any cannabis or cannabis product and safety measures for each such process. B. A description of all toxic, flammable, or other materials regulated by a federal, state, or local government that will be used, kept, or created at the facility, the quantities and location of such materials, and the manner in which such materials will be stored. C. A description of the processes used to extract or distill cannabis derivatives from their source and the processes used to incorporate cannabis derivatives into all retail cannabis products produced.	
Concentrations of grease, smoke, heat, steam or products of combustion created when cannabis is manufactured into products including, but not limited to, foods, beverages, salves, inhalants and tinctures are to be contained as detailed in the CMC §§ 506 and 507 (Type I and Type II hoods).	
Facilities used for processing cannabis into foods, beverages, salves, inhalants, tinctures or other forms for human consumption or use are subject to review and approval by the California Department of Public Health, Manufactured Cannabis Safety Branch. A separate license application is required through their office.	
Sanitation requirements for facilities used for processing cannabis into foods, beverages, salves, inhalants and tinctures shall meet the California Department of Public Health guidelines that are to be detailed on the drawings.	
Infused product extraction and hazard containment equipment must be listed, labeled and installed per CEC 110.3.	
Storage, use and handling of compressed gases in compressed gas containers, cylinders, tanks and systems shall comply with CFC, NFPA Standards, H&SC and CCR, including those gases regulated elsewhere in this code. Partially full compressed gas containers, cylinders or tanks containing residual gases shall be considered as full for the purposes of the controls required. Compressed gases classified as hazardous materials shall also comply with CFC Chapters 50 and 53 for general requirements and chapters addressing specific hazards, including Chapters 58 (Flammable Gases), 60 (Highly Toxic and Toxic Materials), 63 (Oxidizers, Oxidizing Gases and Oxidizing Cryogenic Fluids) and 41 (Pyrophoric Materials).	

14	Testing/Laboratory	
	Testing/Laboratory facilities are most likely to meet CBC requirements based upon Use and Occupancy Classification for a Business Group, B, and Occupancy CBC § 304 or Laboratories Group, L Occupancy CBC § 313 as determined by the registered design professional preparing the plans. Required hoods shall meet the requirements of CMC §§ 506, 507 and 508.	
	Hazardous materials storage, use, handling and wastes shall be permitted and reported through the Fire Department prior to operation.	
15	Dispensaries	
	Dispensary facilities are most likely to meet CBC to meet CBC, Chapter 3 requirements based upon Use and Occupancy Classification for a Mercantile Group, M, Occupancy. CBC § 309.1 . or as determined by the registered design professional preparing the plans	
Design requirements shall apply as follows:		
	<ul style="list-style-type: none"> • Minimum soil bearing pressure of 1,500 pounds per square foot (the project Engineer may claim up to 2,000 psi without a soils report) • The Basic Wind Speed is 110 mph, 3 second gust, Exposure B (within 300 feet of the Lake Shore = Exposure C) • Seismic Site Design Category D • Climate Zone 16 • Ground Snow Load 150 lbs. • Wildland Urban Interface (WUI) Codes and Standards 	

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 not being accepted and/or may extend the length of time needed to review the project.

Applicant (Applicant Representative) Name Print: _____

Signature: _____

Date: _____



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	
RESIDENTIAL: <input type="checkbox"/>	NON-RESIDENTIAL: <input type="checkbox"/>
PROJECT ADDRESS:	APN:

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.