



2020-2023 HOOD FIRE SUPPRESSION SYSTEM 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.
APPLICANT SIGNATURES REQUIRED ON PAGE 5 & 8

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

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. [Dropbox](#) and/or [Google Drive](#) links are encouraged if emailing as large file sizes
 PDF Submittals must be complete with all required documents and clearly labeled emailed in a single email to:

PlanSubmittal@CityofSLT.US

Or hand delivered to the building department on a Single Flash Drive or CD.

Applicant Use:
 Included N/A

Staff Use Only:
 Included Missing

Project Intake Completeness Checklist

PDF #1 - All City Applications & Checklists combined into One (1) single PDF by applicant.
File to be Named: Address_Permit#_PC1_CityApplications

PDF #1 - Application	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen Hood Permit Submittal Checklist	This Form	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Permit Worksheets	Page 4 & 5 on this form	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Credit Card Authorization Form	Page 6 on this form	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>	100% Complete Construction Drawings and Specifications, cross-referenced and coordinated among all disciplines		<input type="checkbox"/>	<input type="checkbox"/>
---------------	--------------------------	--------------------------	--	--	--------------------------	--------------------------

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	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	Cut sheets and specifications all pertinent devices (pull station, nozzles, actuators, cylinders, etc.) gas valve and electrical shunt, fusible links, heads, etc.		<input type="checkbox"/>	<input type="checkbox"/>

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

1. General Information (cover sheet):	Sheet #
Project name, address and name(s) name, title, address, contact information of both the project owner and the C-16 - Fire Protection Contractor	_____
Provide the complete scope of the work in detail. Indicate if this system is a new system, in a new hood, existing hood, change-out of dry chemical to wet chemical, etc.	_____
List of current applicable codes, description of the system to be installed including (but not limited to): manufacturer, make, model, tank size, maximum flow points, and the number of flow points utilized (as applicable)	_____
Description and location of nozzles and pipe locations, pipe, size, length, pressure rating g, connection joints, fitting and hanger/ supports installing on the plans	_____
Description, location, and size of appliance(s) to be protected	_____
Description of method to secure equipment and verify proper replacement of movable equipment (chain/cable, marking the floor, etc.) (NFPA 17 A-5.6.4)	_____
Location and temperature rating of fusible links and method to verify proper link temperature setting	_____
Type and function of gas valve, electrical shunts, etc. Statement that all fuel sources, including electrical appliances and fixtures (including hood lights), will terminate upon system activation	_____
Statement of installation standards (NFPA, UL, etc.) to which the system will be installed	_____

Function/operation of make-up air and exhaust upon system activation	_____
Indicate any gas appliances that do not require protection but are located under the same ventilation equipment (which shall also be shut off) and indicate the fuel supply reset shall be manual	_____
Location of manual pull station(s) and Type K fire extinguisher located along the exit path route, which must be a minimum 10 feet and a maximum 30 feet travel distance of the hazard. <ul style="list-style-type: none"> • Handle must be mounted a maximum 48' off face of floor for forward access reach. ADA limits a minimum 15" off place of floor, (a 4" minimum from bottom of extinguisher), or a maximum 54" to handle from face of floor for wheelchair side access reach 	_____
Location of properly labeled Audio/Visual device or interconnection to fire alarm system. Wet chemical systems shall be provided with an audible or visual indicator to show that the system is in a ready condition or needs recharging	_____
* Indicate on the plans whether there is a building fire alarm system installed, and if so, include that this automatic fire-extinguishing system shall be monitored in accordance with NFPA 72. Also include on the plans "A separate permit is required to interconnect this system with the alarm system	_____
* Any deferred submittal items must be listed on the cover sheet of the plans and include a schedule the anticipated date for submittal of each deferred item along with the following Deferred Submittal Policy Statement on the plans: <ul style="list-style-type: none"> • 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 on valuation and fee schedule in effect of time of actual submittals • Two sets of documents and one PDF are required to be submitted to in a timely manner but not less than 30 business days prior to installation 	_____
Indicate that the manual activation device must be located a minimum of 42" and a maximum 48" above the floor. Manual activation device shall be located not less than 10 feet and not more than 20 feet from the kitchen exhaust system	_____
Indicate on the plans that the manual actuation shall require a maximum force of 40 pounds and maximum movement of 14" (inches) to actuate the fire suppression system on the plans. Include that manual activation shall be provided with instructions	_____
When multiple systems are present, hoods and pull station must be clearly labeled with signs of not less than 1" tall letters/numbers show on plans sign sizes and locations	_____
Required Note on Plans: Prior to Calling Inspection Contractor is Responsible to Perform Job Ready Assurances as follows: The contractor shall verify completion of the following items prior to scheduling an inspection. Any item that is outstanding at the time inspection will result in termination of the inspection and assessment of a re-inspection fee. <ul style="list-style-type: none"> • Pre-test/functional has been completed to verify proper operation of ALL system components. • All equipment (protected hazard) is installed and secured in place. • Any mechanical/electrical systems have been reviewed and approved by the Building Department. • When fire alarm present, system properly connected to fire alarm by qualified individual. If a fire alarm system is not present, connection to audio and visual notification device that has been clearly labeled. • Contractor has current State License that properly indicates approval to install the permitted system or documentation provided from the manufacturer for the installation contractor. • Permit, stamped drawings, system manual(s), and needed testing equipment are on site. • Contractor onsite to review the documented manufacturers testing requirements with the inspector and prepared to conduct a functional test of all devices and a balloon test. • Provide certificate of compliance or other form of documentation attesting to proper installation. • A copy of the approved drawings, completed certificate of compliance, a copy of the manufacturer's listed installation and maintenance manual or listed owner's manual shall be issued to the owner or posted on site at an approved location. 	_____

I confirm 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: _____



SUPPORTING DOCUMENTS COVER SHEET

Permit Number: _____

Project Type: _____

Project Address: _____

PC#	Supporting Documents Cover Sheet	Page Number:	<u>1</u>
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____
_____	_____	Page Number:	_____

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:
-----------------	------------------------	----------------

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"/>
--	-----------	--------------------------------------

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.



The City of South Lake Tahoe thanks you for submitting your project as a (PDF) Portable Document Format and reducing the environmental impacts of the plan check and approval process.

The Review Process: What happens next?

The digital submittal allows departments to simultaneously review your project with the goal to approve the project, watermark with the City's seal and plans return to the applicant for printing and final permit issuance. In the event plan check corrections are required we combine all the plan review notes into one source document and return these to the applicant in a timely manner.

Once your application is received, our Permit Technicians will review the submitted PDF's and proceed as follows:



- If the submittal is incomplete, it will be returned via email noting missing components. If the submittal is not received as per instructions on the Submittal Checklist with PDF's named accordingly and plans and documents properly attached, it will also be returned.
- If the application and submittal files are deemed complete, the plan review process begins. The project will be routed to the appropriate review departments listed below.



The Building Division will determine compliance with the minimum requirements of State and local laws and standards of applicable codes including but not limited to: California Building Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Energy Code, and the California Green Building Standards Code.



The Planning Division will verify compliance with zoning regulations, including authorized uses within zoning districts, required parking, and property development standards such as setbacks, and density requirements.



If required, a TRPA review will be conducted as specified in our MOU to ensure TRPA Code of Ordinances requirements are being met.



If required, the Fire Safety Inspector will check for compliance with fire safety requirements and the California Fire Code along with applicable National Fire Protection Association standards.



If required, the Public Works Department will check for compliance with stormwater management, drainage, parking and driveway standards and public improvement requirements.