



2020-2023 MOVABLE TINY HOME 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.

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. [Dropbox](#) and/or [Google Drive](#) links are encouraged if emailing as large file sizes. PDF submittals must be complete with all required documents, clearly labeled, and 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

Project Intake Completeness Checklist

Staff Use Only:
 Included Missing

_____ Single Family Dwelling _____ Accessory Dwelling Unit

PDF #1 - All city applications and checklists combined into one (1) single PDF by applicant.
File to be named: Address_Permit#_PC1_CityApplications

PDF #1 - Application

		Moveable Tiny Home Permit Submittal Checklist	This Form		
		Permit Worksheets	Attached at end of this worksheet		
		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		
		Structural/Engineering Calculations Note: Required for stairs or decks			
		Energy Efficiency. Applications submitted for tiny houses shall include documentation that the tiny house has been constructed to exceed ANSI energy and insulation standards by including insulation with values of R13 for the walls and R19 for the floor and ceiling.			
		Water Efficient Landscape Ordinance (WELO) forms (if applicable) Note: Projects proposing to rehabilitate landscaping	Click here for link		
		South Tahoe Public Utility District Letter of Approval Note: A movable tiny house shall be connected to water supply and sewage disposal facilities approved by the County's Environmental Health Department, utility provider and City Building Division. Utility connection features may require protective bollards at the discretion of the Building Official.	Click here for sample		
		Liberty Letter of Approval or stamps on plans			
		HOA Approval Letter (if applicable)			

		Proof that the proposed moveable tiny house is licensed and registered with the California Department of Motor Vehicles		
		Proof that the proposed moveable tiny house has been certified by a qualified third-party inspector as meeting ANSI, 119.2 or 119.5 requirements or comparable standards		
		Manufacturers specifications for installation/foundation requirements		
		Certification from a California registered engineer that the pad design is sufficient to support the weight of the movable tiny house		
PDF #4 - TRPA	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 Tahoe Regional Planning Agency Approval		

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 #
<ul style="list-style-type: none"> • Clearly list on cover sheet of plans and permit application is for a Movable Tiny Home Note: A Movable Tiny Home is a Park Model Recreational Vehicle functioning as a separate, independent dwelling unit as defined in CSLT City Code 6.85.060 	
Project name, address and Assessor Parcel Number (APN); project owner’s name, address and phone number; name, title, address, phone number of design professional	
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)	
Calculations showing the maximum squarefootage or habitable floor space of a movable tiny home is 400 square feet, as measured by exterior wall dimensions (lofts shall not be counted toward the maximum squarefootage) per CSLT City Code 6.85.060	
2. Plot/Site Plan Applicable Movable Tiny Home	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, distance between structures and distance to property lines	
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>Where a moveable tiny house occupies a required parking space, a replacement parking space is required. A replacement parking space must be located on the same lot as the moveable tiny house, in compliance with City Code Chapter 6.85.</p> <p>Note: If the movable tiny home is being utilized as an Accessory Dwelling Unit the following standards apply</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. • Additional parking for the Accessory Dwelling Unit is not required in the following instances: <ul style="list-style-type: none"> ○ The Accessory Dwelling Unit is located within one-half mile walking distance of public transit, including transit stations and bus stations. ○ The Accessory Dwelling Unit is located within a historic district. ○ When on-street parking permits are required but not offered to the occupant of the Accessory Dwelling Unit. 	

	<ul style="list-style-type: none"> 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.	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. Moveable tiny houses shall meet the requirements of Section R310 of the California Building Code for emergency escape and rescue openings.	
	Show locations of all interior and exterior stairways and door landings	
	Clear work space at all electrical service panels and gas meter snow shed enclosures	
	Label each room use	
4.	Building Elevations Existing and Proposed 1/4" = 1" scale	Sheet #
	Specifications of exterior materials Note: The design of a tiny house shall resemble the general appearance, exterior materials and features of a traditional home including pitched roof, eaves, and residential windows. Zero clearance eaves with minimal overhang are acceptable. Exterior materials shall be ignition resistant but shall not include aluminum or fiberglass, typical of a recreational vehicle.	
	Building Elevations showing the following: <ul style="list-style-type: none"> Elevations from each view (i.e. front, back, left, right; or north, south, east, and west) *Photographs or renderings from the manufacture of the tiny movable home can be used so long as the height and roof pitch are noted. 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 parking pad) Note: For excavations greater than 5 feet, a soils/hydrologic report is required 	
	Fire Separation Distance Compliance: <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	
5.	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	
	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	
	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	
	All mechanical equipment for a moveable tiny house shall be incorporated into the structure, screened from view from public right of way, and shall not be located on the roof.	
6.	Electrical Plan	Sheet #
	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	
	Show locations of subpanels and fixed equipment (clear work space, access, etc.) Note: Movable tiny homes relying on a generator for permanent power are prohibited.	
7.	Structural Plan	Sheet #
	Foundation Requirements <ul style="list-style-type: none"> The moveable tiny house shall not have its wheels removed, and all wheels and leveling/support jacks shall sit on a paved surface sufficient to support its weight. Plans for pad construction shall include certification from a California registered engineer that the pad design is sufficient to support the weight of the movable tiny house. The undercarriage including wheels, axles, tongue and hitch shall be concealed from view by skirting that is solid and fixed at all times and other necessary physical screening. The movable tiny house shall be tied down with anchors or otherwise stabilized as designed by the manufacturer. 	
	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	
	Provide documentation that indicates the movable tiny home is constructed with ignition-resistant materials and glazed openings in compliance with Section R337 of the California Residential Code	
	Provide structural design calculation indicating the movable Tiny Home is constructed to withstand minimum snow and wind loads for the proposed location as described in Section 6.15.160. Certification from the manufacturer or a California registered engineer is required.	
	Movable tiny houses shall be designed to address snow shed impact areas as described in section 6.15.160.0.	

Structures such as porches, decks and other associated structures associated with the movable tiny house shall be designed to be detached from the movable tiny house at all times and shall meet the requirements of the California Building Code.	
8. Building Envelope and Energy Code Compliance	Sheet #
Mandatory CALGreen Requirements Note: Per CALGreen 4.106.4: Electric Vehicle (EV) charging for new construction is not required for Accessory Dwelling Units (ADUs) without additional parking facilities.	

I confirm that have reviewed [CSLT City Code 6.85](#) 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:** _____



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, 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.