



CITY OF SOUTH LAKE TAHOE

CITY OF SOUTH LAKE TAHOE
Development Services Department, Planning Division
1052 Tata Lane South Lake Tahoe CA 96150
Phone (530) 542-6010 • Fax (530) 541-7524
Web address: www.cityofslt.us/

ZONING/BUILDING CLEARANCE FOR BUSINESS LICENSE APPLICATION

MUST BE COMPLETED FOR ANY OF THE FOLLOWING:

- ANY NEW BUSINESS WITHIN THE CITY LIMITS (EXCEPT "OUT OF CITY" CONTRACTORS)
CHANGE OF BUSINESS LOCATION
BUSINESS CHANGE OF OWNERSHIP
HOME OCCUPATION

YOUR BUSINESS LICENSE WILL NOT BE PROCESSED UNTIL YOUR BUSINESS LOCATION HAS BEEN APPROVED BY THIS ZONING/BUILDING CLEARANCE FORM

LOCATION OF BUSINESS: SUITE/SPACE #:

NEW BUSINESS CHANGE OF BUSINESS LOCATION CHANGE OF OWNERSHIP HOME OCCUPATION\*

\* A business operated from a residence within the City limits may require a Home Occupation Permit

BUSINESS INFORMATION

NAME OF BUSINESS:

BUSINESS OWNER'S NAME:

CONTACT PERSON: TITLE:

PHONE: EMAIL:

MAILING ADDRESS:

DESCRIPTION OF BUSINESS (PLEASE BE SPECIFIC):

IF APPLICABLE, DESCRIBE EXTERIOR RENOVATIONS PLANNED FOR COMMERCIAL BUSINESS:

REQUIRES BUILDING PERMIT: YES NO REQUIRES PLANNING PERMIT: YES NO

IF APPLICABLE, DESCRIBE INTERIOR RENOVATIONS:

PROPOSED SIGNS: IF CHANGING OUT SIGNAGE: GO TO PLANNING LINK FOR SIGN APPLICATION.

IF BUILDING PERMIT IS REQUIRED: SEE SIGN CHECKLIST.

BUSINESS IS LOCATED: IN A MULTI-BUSINESS COMPLEX IS A STAND-ALONE BUSINESS

TENANT FLOOR SPACE OCCUPIED BY YOUR BUSINESS (SQUARE FEET):

NAME OF PREVIOUS BUSINESS IN LOCATION (IF APPLICABLE):

DESCRIPTION OF PREVIOUS BUSINESS (IF APPLICABLE):

\*\* If change of use, please fill out TRPA Change In Operation Form and submit with application

Interior changes, including but not limited to, mechanical, structural, plumbing, and electrical will require a Building Permit. Exterior changes to a building require a design review by the Planning Division. Please contact the Permit Center at (530) 542-6010 for information regarding permits or visit our website at cityofslt.us. Please contact the Planning Division at (530) 542-6010, option 5 for design review or zoning enforcement questions. This form may be submitted via e-mail (planner@cityofslt.us) or in person/mail: 1052 Tata Lane, South Lake Tahoe, CA 96150.

New tenants must comply with readily achievable American Disabilities Act issues

By signing below, you are certifying that the above information is correct, and you understand that this approval only applies to the address noted above. If you move from this location, you will need to complete a new "Zoning/Building Clearance for Business License Application."

Business Owner's Signature: Date:

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**STAFF USE ONLY**

**ZONING INFORMATION:**

LOCATION OF BUSINESS: \_\_\_\_\_ SUITE/SPACE #: \_\_\_\_\_

PLAN AREA/COMMUNITY PLAN AREA: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

PERMISSIBLE USE IN THIS LOCATION: \_\_\_\_ YES \_\_\_\_ NO

REQUIRES HOME OCCUPATION PERMIT: \_\_\_\_ YES \_\_\_\_ NO

REQUIRES SPECIAL USE PERMIT: \_\_\_\_ YES \_\_\_\_ NO

**STORMWATER INSPECTION APPLICABLE:**

\_\_\_\_ COMMERCIAL (RESTAURANT/AUTOMOTIVE SERVICE/GAS STATION)

\_\_\_\_ INDUSTRIAL

PLANNING APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDING APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CHANGE OF OPERATION:**

PREVIOUS USE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CHANGE OF OPERATION: \_\_\_\_ YES \_\_\_\_ NO

IF YES, MOBILITY MITIGATION FEES: \$ \_\_\_\_\_ PAID: \$ \_\_\_\_\_



## 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 the 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  Hosted Rental/QVHR Permit

at \_\_\_\_\_.  
(Property Address)

Billing Address \_\_\_\_\_ Zip \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

CV2 (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.*