



2023-2025 DEMOLITION 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.

A Demolition Permit is required for the removal of buildings, structures, decks, nonbearing walls, illegal carports, swimming pools, retaining wall, mezzanines, guardrails, safety features, etc. Detailed site plans are vital for property owner’s records, as they can be a resource in the future to itemize land coverage of existing development.

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:		Project Intake Completeness Checklist	Staff Use Only:	
Included	N/A		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_CityApp				
			Demolition Submittal Checklist	This Form	
			Permit Applications		
		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				
		Site Plan – See Construction Document Completeness Checklist Below			

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	
			Geotechnical Investigations - Reporting CBC 1803.6 TBD by EOR TRPA verification is required prior to demolition. Verification of land coverage or existing development requires a separate application to TRPA.		
			Air Pollution Control District Clearance		
			South Tahoe Public Utility District (STPUD) Letter of Approval or stamps on plans (if applicable) *Or other Lukins, Lakeside, etc.	Click here for sample	
			Liberty Letter of Approval or stamps on plans (if applicable)		
			Hazardous Material Declaration: list type and quantities of chemicals stored on site.		
		Special Inspection and Testing Form (if applicable)	Click here for link		

PDF #4 - Planning Documents	PDF #4 - Planning Permit on one (1) single PDF by applicant				
	File to be named: Address_Permit#_PC1_Planning				
			Copy of Acknowledged Planning approval (if applicable)		
		Copy of receipt showing Planning fees paid (if applicable)			

Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant	
General Information (Cover Sheet):	Sheet #
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	
Site Plan with the parcel number(s), site acreage, building square footage; clearly show building/structure location with building/ pool/ structures address; label building type(s) (i.e., office, commercial, residential, etc.); show property lines, setbacks and all public or private easements; existing water wells to remain and/or to be abandoned; all dry and wet public utilities within the parcel, existing domestic and irrigation water meters, grease/sand oil interceptors, etc.	
Proposed site storage layout and construction trailers, temp power locations, etc.	
Storm Water Pollution Prevention Program (SWPPP) and Erosion Control Plan for the site with appropriate details on the plans. State Construction General Permit required if demolition work is going to disturb one-acre or more	
Illustrate compliance with California Building Code (CBC) chapter 33, highlighting safeguards during construction as related to safety requirements during construction and demolition of buildings and structures.	
Demonstrate compliance with adopted environmental mitigation measures, including but not limited to, temporary noise	
Required Note(s)/Details on Plans: A Pregrade/Demolition Inspection shall be conducted before demolition begins. This inspection shall verify that the following erosion and vegetation protection is installed to TRPA standards. Click here for more information: <ul style="list-style-type: none"> • Vegetation fencing around all trees that are scheduled to be preserved. • Erosion control fencing around the perimeter of the construction site. • Dust control methods. • Tahoe Regional Planning Agency (TRPA) approved dewatering containment/treatment system. • Onsite containment system for any source of pollution, including demolition dust, site grading dust, litter, sediment, nutrients, oil and grease, etc. Failure to comply can be subject to fines and legal action. 	
Required Note(s)/Details on Plans: Testing for lead and asbestos shall be conducted and removed per OSHA standards. A certificate shall be submitted for verification prior to calling for Building Permit final approval.	
Required Note(s)/Details on Plans: Recycle report shall be submitted to show a minimum of 65% of the demolition has been recycled to CA State standards.	
Applicant Acknowledgement Initials: <i>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.</i>	Initials
Electrical service utility connections shall be discontinued and capped in accordance with the approved rules and the requirements of the applicable governing authority: Liberty Utilities	
I will comply with Cal Green and SLTCC requirements: <ul style="list-style-type: none"> • Direct all C&D materials to a Certified Facility. • Save documentation of recycling and submit prior to final inspection 	
Sewer and water service utility connections shall be discontinued and capped in accordance with the approved rules and the requirements of the applicable governing authority: South Tahoe Public Utility District (STPUD)	
I have verified with Public Works whether Grading and/or Encroachment Public Clearance Permits are required to assure compliance with encroachments and storm water for certain activities: City of South Lake Tahoe Public Works (530) 542-6034	
I have properly obtained dust control/air pollution control district clearance	
I have obtained a Demolition Permit from the El Dorado County Environmental Management Department for destruction of any type of well, underground storage tank, septic tank, or for any public pool or spa. I have submitted a Service Request to El Dorado County Environmental Management for their approval of this project. Contact 530.542.3450 for questions.	
I certify that the required construction BMPs shall be implemented to minimize potentially negative impacts of this project's construction and land development activities on water quality. I further agree to install, monitor, maintain, or revise the selected BMPs to ensure their effectiveness. I also understand that failure to implement proper BMPs may result in an escalated enforcement action by the City, including, but not limited to, civil penalties, citations, etc.	
I understand the requirements of California Health and Safety Code Section 19827.5. The people of the State of California do enact as follows: SECTION 1. Section 19827.5 is added to the Health and Safety Code to read: A demolition permit shall not be issued by any city, county, city and county, or state or local agency which is authorized to issue demolition permits as to any building or other structure except upon the receipt from the permit applicant of a copy of each written asbestos notification regarding the building that has been required to be submitted to the United States Environmental Protection Agency or to a designated state agency, or both, pursuant to Part 61 of Title 40 of the Code of Federal Regulations, or the successor to that part. The permit may be issued without the applicant submitting a copy of the written notification if the applicant declares that the notification is not applicable to the scheduled demolition project. The permitting agency may require the applicant to make the declaration in writing, or it may incorporate the applicant's response on the demolition permit application. Compliance with this section shall not be deemed to supersede any requirement of federal law.	

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: _____

Signature: _____

Date: _____