



2019 DEMOLITION PERMIT/PLAN SUBMITTAL CHECKLIST

Permit No.: _____ (for use by City Staff)

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 is included before accepted for review.

APPLICANT SIGNATURE REQUIRED ON PAGE 2 OF 2 OF THIS DOCUMENT

DIGITAL PLAN REVIEW SUBMITTAL REQUIREMENTS:

PDF Submittals must be complete with all required documents and clearly labeled on a Single Flash Drive, CD, or emailed in a single email to

PlanSubmittal@CityofSLT.US

Dropbox and/or Google Drive links are encouraged if emailing as file sizes are so large. Incomplete submittals will be rejected and sent back.

All Plan Reviews, both initial submittals and re-submittals require – A Complete PDF Submittal containing the following:

- **PDF #1 - All City Applications & Checklists on One (1) single PDF.**
 - File to be Named: Address_Permit#_PC#_CityApplications
- **PDF #2 - All plan sheets combined and in order on One (1) single PDF**
 - File to be Named: Address_Permit#_PC#_Plans
- **PDF #3 - Supporting Documents on One (1) single PDF with cover page.**
 - File to be Named: Address_Permit#_PC#_SupDocs

If Permit # is unknown upon first submittal please indicate TBD in place of Permit #

PC# Refers to Plan Check # Starting with PC1

PDF Submittal Requirements Checklist

Applicant Use:			Staff Use Only:			
Included N/A			Included Missing			
PDF # 1 - Applications	<input type="checkbox"/>	<input type="checkbox"/>	Permit Worksheet	Click here for Link	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Permit/Plan Review Application	Click here for Link	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Property Owner Authorization	Click here for Link	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Demolition Submittal Checklist	This Form	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Credit Card Authorization Form	Click here for Link	<input type="checkbox"/>	<input type="checkbox"/>
PDF # 2 - Plans	<input type="checkbox"/>	<input type="checkbox"/>	All Plans Combined in order per plan index on cover sheet		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	STPUD Stamps included on plans (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Liberty Stamps included on plans (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
PDF #3 PLANNING APPROVAL	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Acknowledged Planning Approval (if applicable)	-	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Receipt showing Planning Fees Paid (if applicable)	-	<input type="checkbox"/>	<input type="checkbox"/>

Plan Sheet Numbers Checklist to be completed by applicant

Sheet #

Plan sets shall consist of:		
GENERAL INFORMATION TO BE INCORPORATED IN PLANS		
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.		
Detailed schedule for demolition shall be submitted and printed on the construction documents.		
Comprehensive plans showing proposed means to provide pedestrian protection as required by CBC chapter 33. Additional notes that pedestrian protection must be maintained and kept in good order throughout the entire project and the owner or the owner's authorized agent, upon completion of the construction activity, shall immediately remove walkways, debris and other obstructions and leave such public property in as good a condition as it was before such work was commenced.		
Fire safety plans during demolition- Fire safety during demolition shall comply with the applicable requirements of this CBC chapter 33 and the applicable provisions of Chapter 56 of the California Fire Code (CFC).		
Required Note(s) on Plans: <ul style="list-style-type: none"> 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) on Plans: <ul style="list-style-type: none"> Hazardous material abatement declaration- List type & quantities of chemicals to be removed from site. 		
Required Note(s) on Plans: <ul style="list-style-type: none"> Cut & cap of sewer lateral must be completed prior the demolition starting. 		
Required Note(s) on Plans: <ul style="list-style-type: none"> Recycle report shall be submitted to show a minimum of 65% of the demolition has been recycled to CA State standards. 		
Required Note(s) / Details on Plans: <ul style="list-style-type: none"> 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. See link for more information: http://tahoebmp.org/Documents/BMPHandbook/BMP_Handbook.pdf <ol 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. On site containment system for any source of pollution including, demolition dust, site grading dust, litter, sediment, nutrients, oil and grease, etc. Must be contained and are subject to fines and legal action from the City of South Lake Tahoe, Lahontan Regional Water Quality Control Board, TRPA, etc. 		
1. SPECIFIC PLAN SHEET INFORMATION		Sheet #
Project name & address, as well as project owner's name, address and phone number		
Planning Project Conditions		
Assessor Parcel Number (APN)		
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		
Show location(s) of: <ul style="list-style-type: none"> Electrical room(s) or meter(s) to be and services leading thereto in which will be demolished Sewer lines to be removed and location of new termination points. Water lines w/meter or well location and back flow devices and location of new termination points Gas meters and location of new termination points Access roadways with driveway/egress location means to protect track out and storm water protection Curbs and gutters to be demolished Fire riser room, hydrant locations and water main size to be demolished 		
Proposed Site Storage layout and construction trailers, temp power locations, etc.		
Demonstrate compliance with adopted environmental Mitigation Measures, including but not limited to: temporary noise		
Grease interceptor to be demolished and means of abatement		

Separate Required Approvals to be Included with Submittal	Check Off
Electrical service utility connections shall be discontinued and capped in accordance with the approved rules and the requirements of the applicable governing authority - Clearance from Liberty Utilities (530) 543-5281 Cherie.slimp@libertyutilities.com prior to permit issuance.	
Public Works Department: Clearance to assure compliance with encroachments and storm water permits may be required for certain activities or structures City of South Lake Tahoe Public Works (530) 542-6034	
El Dorado County Environmental Management Department (EMD): Clearance must be obtained prior to the permit issuance (530) 573-3450	
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): Clearance must be obtained prior to the permit issuance (530) 544-6474	
Natural Gas utility connections: Service utility connections shall be discontinued and capped in accordance with the approved rules and the requirements of the applicable governing authority - Clearance from Liberty Utilities (530) 543-5281 Cherie.slimp@libertyutilities.com prior to permit issuance.	
Planning Division: Final acknowledgment of the planning permit (530) 542-6020	
Approval from the State of California Environmental Protection Agency Air Resources Board Contact Ahmad Najjar (916) 229-0349	

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: _____