



## 2020-2023 DEMOLITION PERMIT/PLAN SUBMITTAL CHECKLIST

A Demolition Permit is required for the removal of buildings, structures, decks, nonbearing walls, illegal carports, swimming pools, retaining wall, mezzanines, guardrail, 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.

**This submittal checklist is required to be completed by the applicant and submitted with all applicable sheets identified in columns below. This will ensure your submittal is complete and accepted for review.**

### PERMIT/PLAN SUBMITTAL REQUIREMENTS

Demolition permit may be paper format or digital. Submittals are expected to be complete upon receipt and if not,, they will be rejected during the processing stage. [Dropbox](#) and/or [Google Drive](#) links are encouraged if emailing large file sizes. PDF Submittals must contain the 4 PDF’s listed below and **clearly Named (see below)** and emailed in a single email to:

[PlanSubmittal@CityofSLT.US](mailto:PlanSubmittal@CityofSLT.US)

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

Applicant Use:  
Included N/A

### Project Intake Checklist

Staff Use Only:  
Included Missing

**PDF #1 - All City Applications & Checklist combined in (1) single PDF**  
**PDF to be Named: Address\_Permit#\_PC1\_CityApplications**

PDF # 1 -  
Application

		Demolition Submittal Checklist	This Form		
		Permit Application	Page 5 & 6 on this form		
		Credit Card Authorization Form	Page 7 on this form		

**PDF #2 - All plan sheets combined and in order in (1) single PDF**  
**PDF to be Named: Address\_Permit#\_PC1\_Plans**

PDF#2 -  
Plans

		Site Plan – See Construction Document Completeness Checklist Below			
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**PDF #3 - Supporting Documents in (1) single PDF with required cover page (use link below)**  
**PDF to be Named: Address\_Permit#\_PC1\_SupDocs**

PDF #3 Supporting Documents

		Cover Sheet for Supporting Documents (filled out by applicant)	<a href="#">Click here for link</a>		
		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.	<a href="#">Click here for sample</a>		
		Liberty Letter of Approval or stamps on plans (if applicable)			
		Hazardous material declaration: List type & quantities of chemicals stored on site.			
		Special Inspection and Testing Form for soil recompact ion (if applicable)	<a href="#">Click here for link</a>		

**PDF #4 - Planning Permit in (1) single PDF**  
**PDF to be Named: Address\_Permit#\_PC1\_Planning**

PDF #4  
Planning

		Copy of Acknowledged Planning Approval (if applicable) Copy of Receipt showing Planning Fees Paid (if applicable)			
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<b>Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant</b>	
<b>1. General Information (cover sheet):</b>	<b>Sheet #</b>
Project name, address and assessor parcel number (APN), name(s) address and phone number, name, title, address of both the project owner and 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	
<p>Required Note(s) / Details on Plans:</p> <ul style="list-style-type: none"> <li>• 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: <a href="http://tahoebmp.org/Documents/BMPHandbook/BMP_Handbook.pdf">http://tahoebmp.org/Documents/BMPHandbook/BMP_Handbook.pdf</a></li> </ul> <ol style="list-style-type: none"> <li>1. Vegetation fencing around all trees that are scheduled to be preserved.</li> <li>2. Erosion control fencing around the perimeter of the construction site.</li> <li>3. Dust control methods.</li> <li>4. Tahoe Regional Planning Agency (TRPA) approved dewatering containment/treatment system.</li> <li>5. On site 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.</li> </ol>	
<p>Required Note(s) on Plans:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<p>Required Note(s) on Plans:</p> <ul style="list-style-type: none"> <li>• Recycle report shall be submitted to show a minimum of 65% of the demolition has been recycled to CA State standards.</li> </ul>	
<b>Applicant Acknowledgement Initials</b>	<b>Initials</b>
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.	
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	
<p>I will comply with Cal Green and SLTCC requirements</p> <ul style="list-style-type: none"> <li>• Direct all C&amp;D materials to a Certified Facility.</li> <li>• Save documentation of recycling and submit prior to final inspection</li> </ul>	
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)	
Planning Division: Final acknowledgment of the planning permit (530) 542-7472	
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 Demo 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	

<p>have submitted a Service Request to El Dorado County Environmental Management for their approval of this project. Contact 530.542.3450 for questions</p>	
<p>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.</p>	
<p>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: 19827.5 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 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.</p>	

<p><b>Applicant (Applicant Representative) Name Print:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____</p>
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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.



# Building Permit Application

Development Services Department · Building & Safety Division  
South Lake Tahoe, California 96150-6251 · (530) 542-6010 (530) 541-7524 FAX PermitCenter@cityofslt.us

Submittal Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

(PLEASE FILL-IN APPLICABLE SECTIONS)

PROJECT ADDRESS: \_\_\_\_\_ APN: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

ARCHITECT  DESIGNER  ENGINEER  N/A

NAME: \_\_\_\_\_

LICENSE / REGISTRATION #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

PHONE #: (\_\_\_\_) \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TENANT COMPANY NAME: \_\_\_\_\_

PHONE #: (\_\_\_\_) \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_

Please Note: Tenant must provide written approval from the owner

E-MAIL ADDRESS: \_\_\_\_\_

PLAN REVIEW CONTACT PERSON: \_\_\_\_\_ PHONE #: (\_\_\_\_) \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

OWNER-BUILDER

CONTRACTOR

CONTRACTOR NAME: \_\_\_\_\_ PHONE #: (\_\_\_\_) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

STATE LICENSE #: \_\_\_\_\_ LIC. TYPE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ CITY BUSINESS LICENSE # \_\_\_\_\_

CELL #: (\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

TYPE OF CONSTRUCTION: \_\_\_\_\_ OCCUPANCY: \_\_\_\_\_ ZONE: \_\_\_\_\_ FIRE SPRINKLERS:  Yes  No

HAZARDOUS MATERIALS:  Yes  No EXISTING USE: \_\_\_\_\_ [  N/A ]

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

PROJECT VALUATION (Includes all Labor & Materials as if a licensed contractor were to perform the work.) \$ \_\_\_\_\_

DESCRIPTION OF WORK: (Please fill-in and mark all that apply)

NONRESIDENTIAL

RESIDENTIAL

FIRE APPLICATION SUBMITALS:  NEW SYSTEM  TENANT IMPROVEMENT  ADDITION  REPAIR

UNDERGROUND:  NFPA 24  NFPA 1142 # OF HYDRANTS: \_\_\_\_\_

FIRE SPRINKLERS: # OF HEADS: \_\_\_\_\_ NFPA STANDARD:  13  13  13D

FIRE ALARM: # OF DEVICES: \_\_\_\_\_

ALTERNATIVE FIRE SUPPRESSION:  FM200  HALON  HOOD & DUCT  VESDA  OTHER \_\_\_\_\_

**Owner-Builder Declaration:** I hereby affirm under penalty of perjury that I am exempt from the Contractors 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 Contractors 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).):

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.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professional Code: The Contractors 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 Contractors License Law.).

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:

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.

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:

CARRIER: \_\_\_\_\_ POLICY NO. \_\_\_\_\_

(This section need not be completed if the permit is for one hundred dollars (\$100) or less.)

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.

**Construction Lending Agency Declaration:**

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.).

**Encroachment Contractor Declaration:**

Driveway will NOT be added/altered through the course of this project. (Skip to next section if checked)

Driveway will be added/altered through the course of this project. (Complete C-12 contractor information below if checked)

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.**

Name of C-12 Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

C-12 Contractor's License #: \_\_\_\_\_ C.S.L.T. Business License #: \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PROPERTY OWNER AUTHORIZATION - Only required if applicant is NOT Owner or Licensed Contractor.**

PROPERTY OWNER INFORMATION

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ATTENTION PROPERTY OWNER: The Building & 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'S INFORMATION

Tenant  Architect/Engineer/Designer  Representative

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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:** \_\_\_\_\_

**IMPORTANT: 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:**

1. The City's approved plans and permit inspection card must remain on the job site for use by City inspection personnel.
2. 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:** \_\_\_\_\_

**Property Owner/Authorized Agent Signature:** \_\_\_\_\_ **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.**



*"We will reflect the National Treasure in which we live"*

## 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 account indicated below for up to \$ \_\_\_\_\_ on or after \_\_\_\_\_. This payment is for  
(amount) (date)

\_\_\_\_\_ at \_\_\_\_\_  
(Building Permit / Planning Permit / VHR Permit – New, Renew, TOT Audit) (Property Address)

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

Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Account Type:  Visa  MasterCard  AMEX  Discover

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

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) \_\_\_\_\_

SIGNATURE /s/ \_\_\_\_\_

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, for the amount indicated above only, 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.