



2020 -2023 COMMUNICATIONS PROJECT 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 enough detail are included before accepted for review.

All construction drawings shall comply with the minimum requirements of the following codes effective January 1, 2020

PLEASE NOTE: THE CITY OF SOUTH LAKE TAHOE IS DESIGNATED AS VERY HIGH FIRE HAZARD SEVERITY ZONE

2019 California Building Code (CBC)	2019 California Fire Code (CFC) and NFPA Standards
2019 California Plumbing Code (CPC)	2019 Residential and Non-Residential Energy Standards (T24)
2019 California Mechanical Code (CMC)	2019 CAL Green
2019 California Electrical Code (CEC)	City Ordinances and State Laws

DESIGN CRITERIA

Minimum soil bearing 1,500 PSF	Wind Design Speed (Current ASCE):
Ground Snow Load: 150 PSF	• Risk Category 1: 110 mph
Seismic Design Category: D	• Risk Category 2: 120 mph
Frost Line Depth: 18 inches	• Risk Category 3: 130 mph
Climate Zone: 16	• Risk Category 4: 130 mph

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 and clearly labeled; emailed in a single email to:

PlanSubmittal@CityofSLT.US

Applicant Use:
Included N/A

Project Intake Completeness Checklist

Staff Use Only:
Included Missing

PDF #	Category	Applicant Use		Staff Use Only		
		Included	N/A	Included	Missing	
PDF # 1 - Application	PDF #1 - All city applications & checklists combined into one (1) single PDF by applicant.					
	File to be named: Address_Permit#_PC1_CityApplications					
			Communications Project Submittal Checklist	This Form		
		Permit Worksheets and Credit Card Authorization Form	Attached at end of this worksheet			
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					
		100% Complete Construction Drawings and Specifications, cross referenced and coordinated among all disciplines (to scale 24" x 36")				
PDF #3 Supporting Documents	PDF #3 - Supporting documents combined into 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			
			Structural/engineering calculations			
			If work will be done on, in, under, above, or around any public street, highway, roadway, alley or sidewalk and/or the street has to be partially or completely closed for construction and/or maintenance operation, and if your project requires excavation within or occupancy of all or a part of the width of any public right-of-way by equipment, materials, debris, or workers, you MUST GET AN ENCROACHMENT PERMIT. Contact Randy Carlson in Engineering at (530) 542-6033 for application and submittal requirements for the Right-Of-Way Permits			
			Cut Sheets / manufacture specifications for all items called out on plans including equipment with anchorage details reviewed by EOR			
			Frame / equipment support calculations and shop drawings			
			Liberty Letter of Approval or stamps on plans (if applicable)			
			Hazardous material declaration: List type & quantities/types batteries, etc. stored/installed on site.			
		Special Inspection and Testing Form (if applicable)	Click here for link			
PDF #4 Planning Document	PDF #4 - Planning supporting documentation (such as conditions) on one (1) single PDF by applicant					
	File to be Named: Address_Permit#_PC1_PLNG					
		Copy of receipt showing Planning Fees Paid (if applicable)				

Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant		
SPECIFIC PLAN SHEET INFORMATION		
1	GENERAL INFORMATION: (cover sheet)	Sheet #
	Project name & address, as well as project owner's name, address and phone number	
	Name, title, address, phone number of design professional	
	Current applicable codes	
	Occupancy group(s) and type of construction, fire sprinklers	
	Equipment Legend	
	Plot/Site Plan, footprints, cabinet locations, right of ways, easements and property lines, floor plan, elevations, sections, etc.	
	Required Note on Plans: That all new installations require licensed surveyor to submit proof of accurate location to Building Department prior to requesting final inspection	
	Zoning with Planning Project Conditions	
	Detailed description of scope of work and pages numbered (x of y)	
	Index of drawings	
	Gross square footage for each building, impervious pads, slabs, and tower footprint	
	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	
	Detail location and types of fire extinguishers along with signage	
	Provide details of required signage; including site address, NFPA 704 signage, etc.	
	Stamp & wet signature of design professional (all sheets)	
	Note on plans: Construction hours are only permissible between 8:00 AM thru 6:30 PM	
	Proposed Site Storage layout and construction trailers, temp power locations, etc. Storage and placement. Construction equipment and materials shall be stored and placed so as not to endanger the public, the workers or adjoining property for the duration of the construction project	
	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 and be documented with a valid Waste Discharge Identification Number (WDID) and Notice of Intent (NOI). Projects disturbing less than one acre must include standard temporary erosion control measures and construction BMPs	
	Detail locations of portable fire extinguishers shall be installed in F, B and U occupancy groups per CFC § 906. The size and distribution of portable fire extinguishers shall be in accordance with CFC § 906 and California Code of Regulations, Title 19	
	If Applicable: Note on plans an approved fire alarm system installed in accordance with the provisions of the CFC and NFPA 72 shall be provided in new buildings and structures in accordance with CFC § 907.2 and provide occupant notification in accordance with CFC § 907.6, unless other requirements are provided by another section of this code.	
2	FOUNDATION PLAN	Sheet #
	Show all new and any existing foundation/footings	
	Plan view required – ¼ inch per foot scale	
	Show footing details, spread footing legends, grade beams, etc. (frost depth 18")	
	Show locations and provide installation details for all embedded hardware and reinforcing steel	
3	ELECTRICAL PLAN	Sheet #
	Show circuits for devices and lighting including nonresidential indoor daylighting control requirements	
	Indicate main disconnect size and service entrance-conduit and wire	
	Detail location of disconnect within visual site of the equipment per CEC 445.18 and lockout tag out per CEC 110.25	
	Feeder conduit and conductor (type, size, etc.)	
	Show locations of panels, transformers and fixed equipment (clear work space, access, etc.)	
	Indicate grounding electrode, ground rings, conductor location and size	
	A completed electrical plan and single line electrical diagram must be provided	
	Types of conductors, max temperature, type of insulation, isolated grounding, equipotential bonding, etc.	

4 FIRE DEPARTMENT REQUIRED DETAILS	Sheet #
Depict on plans the existing fire suppression systems adequacy for the hazard classification.	
Please clarify the battery storage area and illustrate and how this area is compliant with the California Fire Code 601.1 the California Building/Mechanical./Electrical Code and all other related NFPA standards.	
Illustrate compliance with CFC907.2.23 battery rooms. An automatic smoke detection system shall be installed in areas containing stationary storage battery systems with a liquid capacity of more than 50 gallons.	
Provide NFPA 704 placard on doors or fences with specific hazard identifications into battery storage areas	

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: _____



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 and Safety Division
 South Lake Tahoe, California 96150-6251
 (530) 542-6010 · (530) 541-7524 FAX · PermitCenter@CityofSLT.US

SUBMITTAL DATE:	OFFICE USE ONLY	PERMIT NUMBER:
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RESIDENTIAL:	NON-RESIDENTIAL:	
PROJECT ADDRESS:		APN:

PROPERTY OWNER AKA **OWNER-BUILDER:** _____ **OR** **CONTRACTOR:** _____

PROPERTY OWNER INFORMATION (REQUIRED)

NAME:			
MAILING ADDRESS:		CITY, STATE, ZIP:	
PHONE:		CELL:	
E-MAIL:		FAX:	
TENANT DBA:			

PLEASE NOTE: TENANT MUST PROVIDE [PROPERTY OWNER AUTHORIZATION FORM](#)

REPRESENTATIVE OR DESIGN PROFESSIONAL

ARCHITECT	_____	ENGINEER	_____	DESIGNER	_____	REPRESENTATIVE	_____	N/A	_____
NAME:					COMPANY NAME:				
MAILING ADDRESS:					CITY, STATE, ZIP:				
PHONE:					CELL:				
E-MAIL:					FAX:				

PLEASE NOTE: REPRESENTATIVE OR DESIGN PROFESSIONAL MUST PROVIDE [PROPERTY OWNER AUTHORIZATION FORM](#)

PLAN REVIEW CONTACT PERSON (WHERE APPLICABLE):	
PHONE:	E-MAIL:

CONTRACTOR INFORMATION

CONTRACTOR NAME:			
MAILING ADDRESS:		CITY, STATE, ZIP:	
PHONE:		CELL:	
EMAIL:		FAX:	
LICENSE #:		LICENSE TYPE:	EXPIRATION DATE:
CITY BUSINESS LIC. #:		EXPIRATION DATE:	

PROJECT VALUATION: \$	FULL SCOPE OF WORK TO BE PERFORMED:

_____	IF YOUR PROJECT IS A TRPA QE, PLEASE PROVIDE THE TRPA QE APPLICATION ALONG WITH THE CITY APPLICATION. CLICK HERE FOR LINK. NOTE FOR DECKS AND SHEDS: PHOTOS REQUIRED OF LENGTH AND WIDTH SHOWING CURRENT SIZE OF DECK, AS WELL AS VIEWS FROM BACK AND SIDE YARD OF UNIT TO BE REPLACED, PER TRPA QE INSTRUCTIONS.
_____	KITCHEN OR BATHROOM REMODELS: REQUIRE DRAWINGS OF EXISTING LAYOUT AND PROPOSED LAYOUT OF ROOM BEING REMODELED, TO SCALE, WITH CODE UPGRADES ON 8" x 11" PAPER. SEE EXAMPLES AND CODE REQUIREMENTS VIA THESE LINKS: TIP SHEETS: KITCHEN; BATHROOM.
_____	HOMES PURCHASED WITHIN THE LAST SIX MONTHS: INCLUDE COPY OF GRANT DEED
_____	HOMES IN HOAs: INCLUDE APPROVAL FROM HOME OWNER'S ASSOCIATION

Owner-Builder Declaration (Please choose one): I hereby affirm under penalty of perjury that I am exempt from the Contractor's 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 Contractor's 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 Contractor's 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 Contractor's 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 (this section need not be completed if the permit is for one hundred dollars (\$100.00) or less):		
CARRIER:		POLICY NUMBER:	
	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 (if applicable): 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.).		
If permit is for an Encroachment, contractor must fill in the below declaration:			
	Driveway will NOT be added/alterd through the course of this project. (Skip to next section if checked)		
	Driveway will be added/alterd through the course of this project. (Complete C-12 contractor information below if checked)		
<ul style="list-style-type: none"> • 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. 			
C-12 CONTRACTOR NAME:		PHONE:	
C-12 CONTRACTOR LICENSE #:		CSLT BUSINESS LICENSE #:	
CONTRACTOR SIGNATURE:			DATE:
Property Owner Authorization - Only required if applicant is NOT owner or licensed contractor			
OWNER NAME:		PHONE:	
MAILING ADDRESS:		E-MAIL:	
ATTENTION PROPERTY OWNER: The Building and 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 NAME:		PHONE:	
MAILING ADDRESS:		E-MAIL:	
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:
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:			
	The City's approved plans and Permit Inspection Card must remain on the job site for use by City Inspection Personnel.		
	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(S):		_____	
PROPERTY OWNER(S) OR AUTHORIZED AGENT/CONTRACTOR SIGNATURE(S):			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.			



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 for the permit in which I am applying, on or after _____. This payment is for

(Select one): Building Permit Planning Permit VHR Permit

at _____
(Property Address)

Billing Address _____ Zip _____

Cardholder Name _____

Card Number _____ Expiration Date _____

CVV2 (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.