



**2020-2023 GENERATOR 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. APPLICANT SIGNATURE REQUIRED ON PAGE 2 & 6

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 Residential Code (CRC)	2019 California Fire Code (CFC)
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 (ASCE 7-10):
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
Ice Barrier Underlayment Required	Termites: Yes

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

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

Applicant Use:
 Included N/A

Project Intake Completeness Checklist

Staff Use Only:
 Included Missing

**PDF #1 - All City Applications & Checklists combined into One (1) single PDF by applicant.
 File to be Named: Address_Permit#_PC1_CityApplications**

PDF # 1 -
 Application

	Generator Permit Submittal Checklist	Click here for Link		
	Permit Worksheets	Page 5 - 6 of this form		
	Credit Card Authorization Form	Page 7 on this form		

**PDF #2 - All plan sheets combined and in order on One (1) single PDF by applicant
 File to be Named: Address_Permit#_PC1_Plans**

PDF#2 -
 Plans

	100% Complete Construction Drawings and Specifications, cross-referenced and coordinated among all disciplines			
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**PDF #3 - Supporting Documents on One (1) single PDF with cover page by applicant
 File to be Named: Address_Permit#_PC1_SupDocs**

PDF #3 Supporting
 Documents

	Cover Sheet for Supporting Documents (filled out by applicant)	Click here for link		
	Generator manufacturer installation instructions/specification.			
	Transfer switch manufacturer installation instructions/specs			
	NEC Load Calculations Based on Use			
	Liberty Letter of Approval or stamps on plans			
	HOA Approval Letter (if applicable)			

**PDF #4 - TRPA Applications and supporting TRPA documentation on One (1) single PDF by applicant
 File to be Named: Address_Permit#_PC1_TRPA**

PDF #4
 TRPA Applicable
 Application

	TRPA Qualified Exempt OR TRPA Residential Application	Click on applicable link		
	BMP Calculation Spreadsheet (Required to be in Color)	Click here for Link		
	Findings - <i>required for all Add/Modify/NSFD Projects</i>	Click here for Link		
	Coverage & Land Capability Verification <i>required for all Add/Modify/NSFD Projects</i> **Site Assessment or TRPA Stamped Plans Required			

Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant	
1. SITE PLAN/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	_____
List of Current applicable codes and Detailed description of scope of work	_____
Location of generator, transfer switch, raceways, and fuel gas piping to/from the unit, surface or material generator will be mounted or placed on, providing dimensions of all structures and property lines	_____
The brand, model, KW-output of generator to be installed	_____
Equipment/pad anchoring specifications: Generator slab type, thickness, and anchoring information Note: Generators locations will be reviewed by Planning, consideration to setbacks, easement, property lines of are factor necessary to be consider for placement – Please call (530) 542-6010 for information	_____
Clear work space at all electrical service panels and gas meter snow shed enclosures adjacent to generator	_____
Type of fuel supply for generator - If adding/changing gas lines include an independent gas schematic showing length of each pipe, dimension of each pipe & BTU's of each appliance on that line, starting at main. Include the total length of each branch	_____
The brand, model, and specifications of the transfer switch to be utilized	_____
Signs: Required signage for panels, disconnects, transfer switches, etc., and Permanent labels with red background and white lettering, lettering minimum 3/8" in height, and resistant to fading	_____
1. ELECTRICAL SINGLE LINE DIAGRAM:	Sheet #
Amperage size and location of the main electrical panels and subpanels	_____
Grounding/bonding conductor sizes/types for structure (main ground, water bonding, gas bonding, etc.)	_____
Size of conductors and size/material of raceway(s) used from generator to transfer switch and power source.	_____
Grounding and bonding requirements for separately derived systems	_____
Equipment grounding conductor size, type and location for circuits and module/rack grounding	_____
Size dimensions of the generator. (length, width, height)	_____
Disconnect types, sizes, NEMA rating and locations. Note: A generator disconnect is required within 3' of the main service.	_____
Readily accessible disconnect lockable in the open position and located within line of sight of the building or structure supplied	_____
If generator is placed inside a structure it is required to be listed for interior installations, specify exhaust system and ventilation requirements	_____
Location of all smoke and carbon monoxide and if they hardwired or battery type	_____
If Applicable - Show locations and provide installation details for all embedded hardware and reinforcing steel. Include a note that all embedded hardware requires an inspection to check depth of hole, cleanliness and epoxy type.	_____
If Applicable - Structural Plans including: Foundation plan, framing plan with section drawings, floor framing plan , shear wall plan with schedules, roof framing plan, section drawings and all structural details as appropriate	_____
If Applicable - Any shelter generator construction details for construction	_____

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:** _____

NEC Standard Electrical Load Calculation for Single Family Dwellings ****
(Only for Service Ratings of 120/240V, 225 Amps Max)

Owner: _____ Location: _____

Total Floor Area of Dwelling (NEC 220.12) _____ SQFT.

Factor	Quantity	Volt Amperes (VA)	
"General Lighting"			
1. General Lighting (SQFT x 3VA/SQ FT (Table 220.12))	3 X _____ sqft		
2. Small Appliance Circuits (1500 VA per circuit) NEC 220.52(A) (minimum 2)	1500 X 2		3000
3. Laundry Circuit (1500 VA per circuit) NEC 220.52(B)	1500 X 1		1500
4. Total General Lighting Load (Add lines 1, 2, &3):			
5. First 3000 VA @ 100%:			3000
6. Total General Lighting Load - 3000 = _____ @ 35% =			
7. Net General Lighting Load (Per NEC 220.42) (Add lines 5 & 6):			
*Fixed Appliances (if insufficient space, use back):			
• Garbage Disposal 900 VA		YES	NO
• Bathroom Fan 250 VA			
• Microwave 1500 VA			
• Dishwasher 1200 VA			
• Other: _____			
• Other: _____			
	Total		
8. 3 or less Appliances, Total Appliance VA; _____ 4 or less Appliances, 75% of Total Appliance VA (NEC 220.53): _____			
*Other Loads (including motors, EV charger(s), etc.)			
	YES	NO	Nameplate Rating (VA)
9. Electric Range (8000VA or Nameplate)**			
10. HVAC 1800 VAPERTON			
11. Electric Oven SINGLEWALL:4800 VA DOUBLE WALL 8000 VA			
12. Electric Dryer (5000 VA minimum)**			
13. Electric Vehicle Charger			
14. Other: _____			
15. Other: _____			
16. 25% of largest motor (NEC 430.24)			
Total Service Load Volt-Ampreres (VA) Add lines 7,8 & 9 thru 16) =			
Total Service Load Volt-Ampreres / 240-volts = _____ Amperes			
***Service Rating (Amperes)=			

*For every "YES" answer, indicate VA rating of equipment

** Nameplate rating must be used if larger Range oven combination. For cooktop use 3600 VA

*** Service Rating shall be greater than or equal to the Service load

****If load management modules are used for all 240 volt loads a load calculation is not required.



The City of South Lake Tahoe thanks you for submitting your project as a (PDF) Portable Document Files 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: _____

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

PROJECT VALUATION \$ _____

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.