



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

The **5** Simple Steps to Obtain an Over The Counter Building Permit

City of South Lake Tahoe

Development Services Department · Building & Safety Division

South Lake Tahoe, California 96150-6251 · (530) 542-6010 (530) 541-7524 FAX
PermitCenter@cityofslt.us



Over the Counter Permits Step by Step

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Step 1: Determine if your project is simple enough for an Over The Counter (OTC) permit.

An OTC Building Permit may be issued for the following work without a plan review.

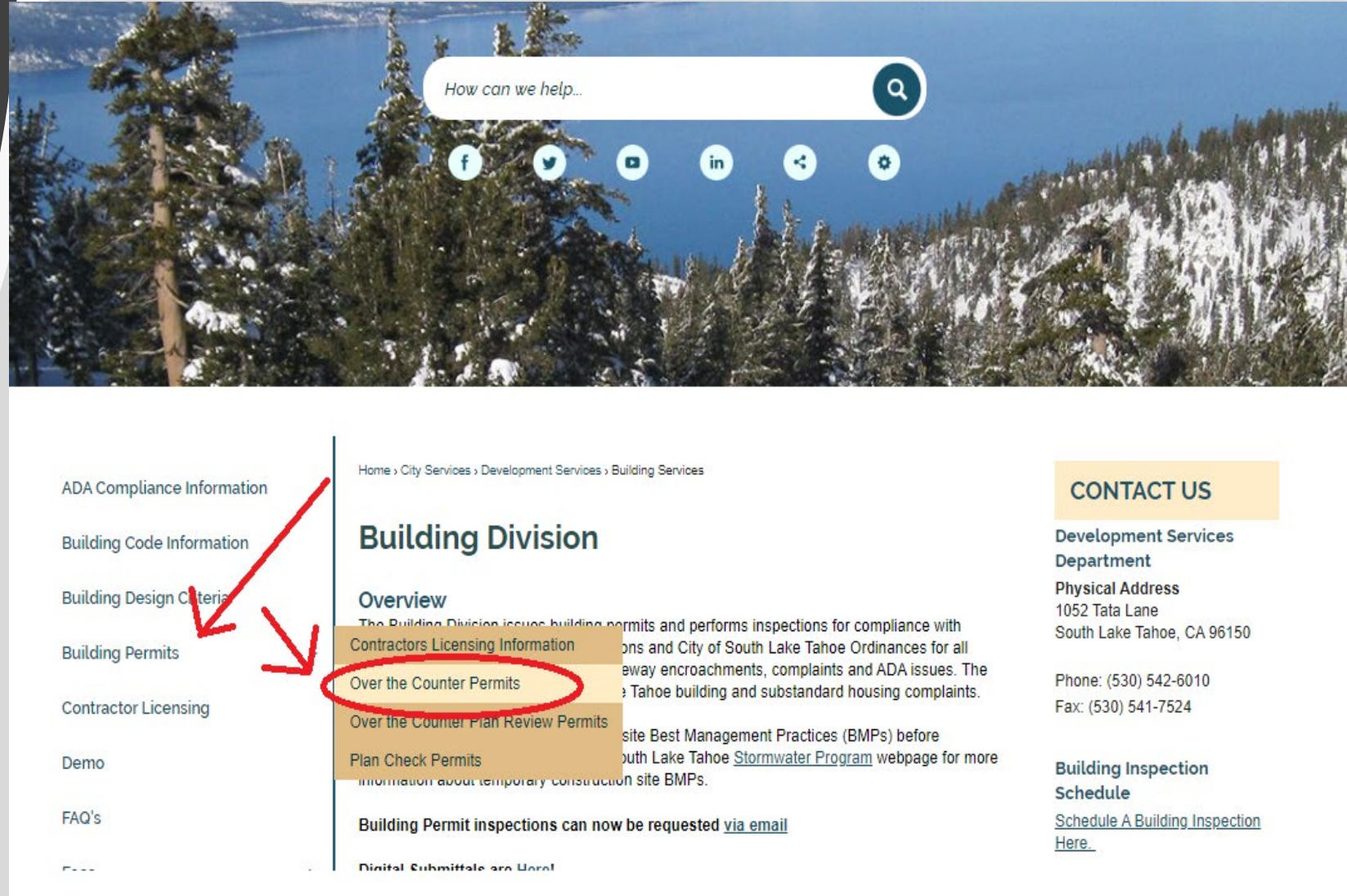
- ✓ Forced Air Unit Changeouts
- ✓ Electrical Meter Changeouts (for residential dwelling buildings up to 2 units)
- ✓ Replace existing pre-fabricated fireplace with an approved pre-fabricated fireplace
- ✓ Window replacement (same size & type, no changes to existing opening size)
- ✓ Reroofing except that metal roofs cannot be OTC permits
- ✓ Damage repair and replacement-in-kind (same size and specifications) when the existing structural framing system and life/safety elements are sufficiently intact for verification by the City inspector. Repair of damages for pre-engineered pre-manufactured structural elements are not eligible for OTC permits
- ✓ Exterior Cladding Stucco / Siding over existing solid sheathing (plywood or OSB) with an approved weather-resistive barrier, per a valid ICC-ESR Evaluation Report number
- ✓ Drywall replacement or repair (no new walls added) within residential dwelling buildings up to 2 units



Over the Counter Permits Step by Step

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Step 2: Go to the CityofSLT.US and navigate in the City Services menu to the [Over The Counter Permits Page](#)



<http://cityofslt.us/135/Over-the-Counter-Permits>



Over the Counter Permits Step by Step

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Step 3: From the Over the Counter Permits Page scroll down and click on the '[OTC Permit Application](#)'

The screenshot shows the City of South Lake Tahoe website. The navigation bar includes Home, Government, City Services, Communication Center, and How Do I...?. The main header features the city logo and a search bar. The page content is organized into a sidebar and a main area. The sidebar lists: Contractors Licensing Information, Over the Counter Permits, Over the Counter Plan Review Permits, and Plan Check Permits. The main area is titled 'Over the Counter Permits' and includes an overview, building permits list, submittal requirements, and additional job-specific forms. A red arrow points to the 'OTC Permit Application 2020 (PDF)' link under the 'Submittal Requirements' section.

Home | Government | City Services | Communication Center | How Do I...?

How can we help...

Contractors Licensing Information

Over the Counter Permits

Over the Counter Plan Review Permits

Plan Check Permits

Home | City Services | Development Services | Building Services | Building Permits | Over the Counter Permits

Over the Counter Permits

Overview
Some permits do not require a plan review and may be issued right over the counter. These permits can be processed in about 20 minutes, only require one or two inspections, and expire after six months.

Building Permits

- Window Change Out / Replacement (like for like)
- Reroof
- Forced Air Units (FAU) (HERS test required)
- Wall Heaters
- Water Heaters
- Electrical Meter Change Out
- Fireplaces
- Minor Demolitions (30 day expiration)

Submittal Requirements

- [OTC Permit Application 2020 \(PDF\)](#)

Additional Job Specific Forms

- Reroof Verification Form (PDF)
- Window Verification Form (PDF)

Submitting Electronically:

- Choose the Electronically Fillable Application or Forms previously listed
- Save each required form to your computer, fill out the form, then save the completed form.

<http://cityofslt.us/DocumentCenter/View/13976/PERMIT-APPLICATION---OTC?bidId=>



Over the Counter Permits Step by Step

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Step 4: Download and Complete the OTC Permit Application and save it then fill out all applicable sections on each of the 2 pages.

O.T.C. Building Permit Application
 Development Services Department - Building & Safety Division
 South Lake Tahoe, California 96150-6251 • (530) 542-6010 (530) 541-7524 FAX PermitCenter@cityofts.us

Submittal Date: _____ Permit Number: _____

PROJECT ADDRESS: _____ APN: _____

PROPERTY OWNER INFORMATION

NAME: _____
 MAILING ADDRESS: _____
 CITY/STATE/ZIP: _____
 PHONE # () _____ FAX # () _____
 E-MAIL ADDRESS: _____
 TENANT COMPANY NAME: _____

OTC PERMIT TYPE

Minor Demolition FAU Changeout
 Window Changeout Fireplace Changeout
 Electrical Meter Changeout Water Heater Changeout
 Re Roof Wall Heater Changeout

RESIDENTIAL NONRESIDENTIAL

SCOPE OF WORK: _____
 VALUATION: \$ _____
 (Includes all Labor & Materials as if a licensed contractor were to perform the work.)

Please Note: Tenant must provide written approval from the owner.

OWNER-BUILDER CONTRACTOR

CONTRACTOR NAME: _____ PHONE # () _____
 MAILING ADDRESS: _____ CITY _____ STATE _____ ZIP _____
 STATE LICENSE # _____ LIC. TYPE _____ EXPIRATION DATE: _____ CITY BUSINESS LICENSE # _____
 CELL # () _____ E-MAIL ADDRESS: _____

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 Professions Code. The Contractor 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: _____ Date: _____

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: _____
 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: _____
 I authorize: I have no 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 3700 of the Labor Code, interest, and attorney fees.

PROPERTY OWNER AUTHORIZATION - City requests if applicant is NOT Owner or Licensed Contractor
 Authorization Given To: _____ Owner's Signature: _____ 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:

- 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: _____
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.

SUBMIT YOUR OTC APPLICATION PERMIT TO permitcenter@cityofts.us



"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, _____ (full name) authorize **City of South Lake Tahoe** to charge my credit 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 *tsd* _____ 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 the 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.



Step 5: Email your saved and completed OTC Permit Application to PermitCenter@CityofSLT.US

Email your saved application to PermitCenter@CityofSLT.US

City of South Lake Tahoe INSPECTION RECORD

1052 Tota Lane South Lake Tahoe, CA 96150-0323
Office: (530) 542-6010 Fax: (530) 541-7524
INSPECTION REQUESTS: (530) 542-6017

PERMIT NO: 15010060
APN NO: 02240212100
PERMIT TYPE: Fireplace
PERMIT ISSUED DATE: 01/28/2015

INSPECTION RECORD

Building Address: 2243 WHITE SANDS DR
Owner Name: WILLARD KIRSTAN TR ETAL
Mailing Address: 2143 WHITE SANDS DR SOUTH LAKE TAHOE, CA 96150
Phone:
Cell:

Permit Expiration Date: 7-28-15

This permit shall become invalid after printed expiration date. All work shall be completed and final. An extension of time may be granted if request is written and justifiable cause demonstrated.

Inspector

Contractor Name: RUDYS PLUMBING & HEATING (CLOU)
Address: 800 EMERALD BAY RD S LAKE TAHOE, CA 96150
Phone: (530) 541-3353
Cell:

State License #: 882785
Classification: C29
City License #: 310818

PROPOSED CONSTRUCTION:
INSTALL NATURAL GAS FIREPLACE INSERT TO EXISTING GAS LINE
(C) & SMOKE DETECTORS REQUIRED PRIOR TO FINAL

6 MONTH PERMIT

INSPECTIONS:
All inspection requests are required in advance of application. Telephone (530) 542-6017 prior to 7:00 a.m. on the date of inspection requested. Inspections are provided the following information: When you want the inspection (date), permit number, street address, type of inspection, and the inspector's name. Inspections are provided on a first-come, first-served basis with the exception of fire department inspections to meet needs and (530) 542-6017 to contact a representative for more information.

CALLS FOR INSPECTORS - HOURS ARE:
Monday through Friday
7:00 a.m. to 4:00 p.m. and 5:00 p.m. to 8:30 p.m.

Sample Permit

CITY OF SOUTH LAKE TAHOE, CA

2 ITEMS OF 2 PERMIT RECEIPT OPERATOR: dgoodell
COPY # : 1

Sec: Twp: Rng: Sub: 000501 Blk: Lot:
APN: 02240212100

DATE ISSUED: 01/28/2015
RECEIPT #: RLO00012186
PERMIT NO: 15010060

SITE ADDRESS: 2243 WHITE SANDS DR
SUBDIVISION: PINESTONE 3
CITY: S LAKE TAHOE
IMPACT AREA:

OWNER: WILLARD KIRSTAN TR ETAL
ADDRESS: 2243 WHITE SANDS DR
CITY/STATE/ZIP: SOUTH LAKE TAHOE, CA 96150

RECEIVED FROM: RUDYS PLUMBING & HEATING (CLOU) LIC # 882785
CONTRACTOR: RUDYS PLUMBING & HEATING (CLOU)
ADDRESS: 800 EMERALD BAY RD
CITY/STATE/ZIP: S LAKE TAHOE, CA 96154
TELEPHONE: (530) 541-3353

| FEE ID | UNIT | QUANTITY | AMOUNT | PD-TO-DT | THIS REC | NEW BAL. |
|-------------------|---------------|----------|------------------|--|----------|----------|
| BLDG PERM | MATERIAL/LABO | 4,670.00 | 103.00 | 0.00 | 103.00 | 0.00 |
| STATR STD | PER VALUATION | 4,670.00 | 1.00 | 0.00 | 1.00 | 0.00 |
| TOTAL PERMIT: | | | | 104.00 | 0.00 | 104.00 |
| METHOD OF PAYMENT | | AMOUNT | REFERENCE NUMBER | | | |
| ESCROW - C | | 104.00 | 582785 | | | |
| TOTAL RECEIPT: | | | | 104.00 | | |
| CMT ID : 582785 | | | | CURRENT ESCROW BALANCE AS OF 01/28/2015: | 465.52 | |

Sample Receipt

PRO TIP

Once your permit has been processed, a Permit Technician will email a copy of your permit and receipt to the email provided.

A hard copy of your permit card will be delivered to your jobsite upon your first scheduled inspection

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