



**CITY OF SOUTH LAKE TAHOE**  
 Development Services Department, Building Division

1052 Tata Lane South Lake Tahoe CA 96150  
 Phone (530) 542-6010 • Fax (530) 541-7524  
 Web address: www.cityofslt.us/

**2020 – 2023 MANUFACTURED HOUSING AND FACTORY BUILT HOUSING BUILDING 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. 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 large file sizes. PDF submittals must be complete with all required documents, clearly labeled, and either submitted in a single email to [PlanSubmittal@CityofSLT.US](mailto:PlanSubmittal@CityofSLT.US), or hand delivered to the Building Department on a single flash drive or CD. This submittal checklist only applies to residential units located outside of existing Mobile Home Parks.

In general, manufactured housing structures and factory built housing to be installed on a site are constructed and certified to federal (HUD) and state (HCD) standards, are preempted from most state and local building standards, but remain subject to TRPA/Zoning and local code amendments (WUI, Fire Sprinklers, etc.) which serve as basic safety requirements that the city must verify based upon site-specific local conditions (for example, property line setbacks, high snow loads, floodplains, or placement on steep and potentially unstable slopes). Please be aware that although a manufactured structure itself may be exempt from certain state and local building codes and requirements, other development features related to the siting or placement of a manufactured home may not be exempt, such as exterior decks, detached garages and carports, grading, driveway improvements, emergency fire protection improvements, and so forth.

**Manufactured Housing (MH) must have evidence of compliance the Code of Federal Regulations Title 24 Section 3280, Manufactured Housing Construction Safety Standards (MHCSS)**

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

**LOCAL DESIGN CRITERIA FOR CONSIDERATION**

- |   |   |
|---|---|
| Minimum soil bearing 1,500 PSF<br>Ground Snow Load: 150 PSF<br>Seismic Design Category: D<br>Frost Line Depth: 18 inches<br>Climate Zone: 16<br>Ice Barrier Underlayment Required | <b>Wind Design Speed (ASCE 7-10):</b><br><ul style="list-style-type: none"> <li>• Risk Category 1: 110 mph</li> <li>• Risk Category 2: 120 mph</li> <li>• Risk Category 3: 130 mph</li> <li>• Risk Category 4: 130 mph</li> </ul> Termites: Yes |
|---|---|

Applicant Use: Included    N/A	<b>Project Intake Completeness Checklist</b>	Staff Use Only: Included    Missing
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**PDF #1 - All city applications and checklists combined into one (1) single PDF by applicant.**  
 File to be named: Address\_Permit#\_PC1\_CityApplications

<b>PDF # 1 - Application</b>		Manufactured Building Permit Submittal Checklist	This Form		
		Permit worksheets	Attached at end of this worksheet		
		Credit Card Authorization 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

<b>PDF #2 - Plans</b>		Floor plan (to scale 24" x 36") is reasonable to accommodate foundation system review.			
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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

<b>PDF #3 Supporting Documents</b>		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			
		Manufacturer's Installation Manual: bearing engineer's stamp and third-party "DAPIA" stamp evidencing HUD-compliant design.			
		Floor plan and dealer invoice/order form and/or similar documentation, clearly indicating the manufacturer, model number, size, date of manufacture, and evidence that this unit is designed/constructed to meet the minimum local snow load and other climatic requirements (see chart below). PLEASE NOTE: during final inspection/prior to Certificate of Occupancy, the manufacturer's plate will be inspected to verify proper design loads, including snow loads.			
		HCD 433A completed and signed (a state fee of eleven dollars (\$11.00) per transportable section must be submitted with the HCD 433A form). Note: REAL improvement determination is made by homeowner (and often their mortgagor). 433A filing/recording at county; assure local property tax assessment and real improvement. Homeowner may own the home and wish to keep it a PERSONAL property (similar to a vehicle) and pay registration fees to HCD annually, in lieu of local taxes.			
		Field Built Items: Structural/engineering calculations (if applicable)			
		Field Built Items: Energy Code compliance documentation (if applicable)			
		Field Built Items: Truss calculations and shop drawings			
		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)			
	HOA Approval Letter (if applicable)				
	Special Inspection and Testing Form (if applicable)	<a href="#">Click here for link</a>			

**PDF #4 - TRPA applications and supporting TRPA documentation on one (1) single PDF by applicant**  
 File to be named: Address\_Permit#\_PC1\_TRPA

<b>PDF #4 TRPA Application</b>		TRPA <a href="#">Qualified Exempt</a> OR <a href="#">TRPA Residential Application</a>			
		BMP Calculation Spreadsheet (required to be in color)	<a href="#">Click here for Link</a>		
		Findings - required for all Add/Modify/NSFD and NMFD Projects	<a href="#">Click here for Link</a>		
		Coverage and Land Capability Verification required for all Add/Modify/NSFD Projects ** Site assessment or TRPA stamped plans required			

**Important Note(s):**

- **Only California licensed design professionals can design three story dwellings**
- **Deferred submittal items are required to be listed on the title or cover sheet of the plans, and must include a schedule and the anticipated date for submittal of each deferred item with the following Deferred Submittal Policy Statement on the plans:**
  - **Documents for deferred submittal items shall include a statement by the architect or engineer of record in responsible charge, indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building.**
  - **All deferred submittals require separate plan reviews and permit issuance. Additional fees will apply based upon valuation and fee schedule in effect of time of actual submittals.**
  - **Two sets of documents and one PDF are required to be submitted to The City of South Lake Tahoe Building Division in a timely manner, but not less than 30 business days prior to installation. This will avoid delays in construction due to review and issuance.**

**Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant**

1. General Information:	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	
Occupancy group(s) and type of construction. Fire sprinklers required per SLTCC 5.20.030 CCR Title 25	
Gross square footage for each separate occupancy classification	
Detailed description of scope of work	
Index of drawings and all sheets numbered	
Special Inspection Program: Identify each item requiring special inspection, considering items such as excavation and filling, compaction, embedded anchors, structural masonry, welding, high strength bolts, etc.	
2. Plot/Site Plan	Sheet #
Plot/Site Plan drawn to 1:8/1:10 scale. Lot dimension showing whole parcel and all property lines, including parcel square footage	
Building footprint providing dimensions of all structures and distance to property lines	
Fencing, existing or proposed, with description of material and height (notify Planning Dept. of new installations)	
Site Plan with Topographic Survey with existing topographic contour lines at 2-foot intervals, and proposed finish topographic contour lines at 2-foot intervals	
Identify all property corners, setback lines, and recorded easements	
Provide Defensible Space Plan identifying trees to be removed/trimmed/remain; include details for methods of compliance: tree trimming, tree spacing, and undergrowth allowance	
A grading plan, showing the present contours of the land, the proposed final grade and location of improvements, and details of drainage structures, walls, cribbing, surface protection, and landscaping	
3. TRPA Requirements	Sheet #
Proposed and existing land coverage calculations by Land Capability District (with breakdown for type of coverage, i.e. buildings, paving, decks, walks, sheds etc.). If more than one land capability, amount of coverage in each zone	
BMP's (Best Management Practices) temporary and permanent, including BMP calculations for sizing, label and location of each BMP, and details of each type of BMP. See also <a href="http://tahoebmp.org/bmphandbook.aspx">http://tahoebmp.org/bmphandbook.aspx</a>	
Elevation of the highest roof ridge and lowest elevation of foundation wall/pier at natural grade, with the allowable height from TRPA's table 37.3.1-1; show roof pitch and slope of building site	
Baily's or IPES score and allowable coverage. Include Site Assessment Letter and site plan if applicable	

Location and dimensions of proposed structures, including overhang coverage reductions at 3:1	
<p>Driveway drainage:</p> <ul style="list-style-type: none"> <li>Detail depth of drywell and dimension location of sediment trap from edge of driveway. Note: driveway with a slope of 5% or greater requires a slotted drain</li> <li>Identify driveway slope in percentage. Include driveway profile which will show connection of pavement at street and the flowline at City Right-of-Way, swale, or slotted drain for BMP</li> </ul>	
Tree locations, species, and size of all trees 6 inches or greater. Mark those to be removed or trimmed, and all rock outcroppings. Indicate on plans all trees and other natural items proposed to be removed	
Off-site coverage calculations (note if offsite coverage will be mitigated by allowable coverage)	
Allowable land coverage calculations by Land Capability Districts (or IPES info), including transferred coverage if applicable (indicate total lot size in square feet)	
Location of stream environment zone (SEZ) with required setback(s)	
Verified backshore boundary and high-water lines for Tahoe Keys and lakefront parcels	
<b>4. Floor Plan (Demolition Plan, Existing Floor Plan, and Proposed Floor Plans)</b>	<b>Sheet #</b>
Show size of all windows, with type of opening, swing of doors, and window schedules.	
Show locations of all interior and exterior stairways and door landings	
Clear work space at all electrical service panels and gas meter snow shed enclosures	
Label each room use	
Attic, deck, soffits and underfloor ventilation of crawl space with WUI (Wildland-Urban Interface); ember and fire safe vents	
Crawl space and attic access openings, locations, and framing details (if applicable)	
<b>5. Building Elevations (Existing and Proposed 1/4" = 1" scale)</b>	<b>Sheet #</b>
<p>Building elevations showing (not required for interior remodels):</p> <ul style="list-style-type: none"> <li>Elevations from each view (i.e. front back, left, right or north, south, east, and west)</li> <li>Finish floor elevations with respect to contour elevations on the site plan</li> <li>Roof pitch of each roof plane (if more than one roof pitch is proposed, provide a roof plan)</li> <li>Proposed excavation depth (including excavation needed to construct foundation) Note: for excavations greater than 5 feet, a soils/hydrologic report is required</li> </ul>	
Finished floor elevations with respect to contour elevations	
Allowable TRPA and proposed height calculations. See Table 37.4.1 in the TRPA Code of Ordinance.	
Roof pitch of each roof plane (i.e. 5:12, etc.)	
<p>Means of Storm Drainage Compliance:</p> <ul style="list-style-type: none"> <li>Proposed final grade in relation to crown of street or other elevated surfaces</li> <li>Minimum fall 6" within 10' of foundation</li> <li>Water can be directed to swales or drains</li> <li>Surfaces within 10' of the foundation need to slope away</li> </ul>	
Wildland Urban Interface (WUI) Codes and features (new homes only)	
<p>Fire Separation Distance Compliance:</p> <ul style="list-style-type: none"> <li>Measured perpendicular to the exterior wall</li> <li>Measured between the building and lot lines; centerline of a street or alley</li> </ul>	
Snow shed impact areas: protection of required entries/exits, parking, and driveways	
<b>6. Plumbing Plans</b>	<b>Sheet #</b>
Domestic water line size and fire line sizes	
Show location of all backflow assemblies and incorporate cut sheets. Contact STPUD and/or other applicable service provider for further information	
<b>Required notes on plans:</b> All water supply piping shall be protected from freezing by a minimum of 42 inches of earth covering. All water piping shall be installed in such a manner to allow for the system to be drained. Water piping shall not be installed or concealed in unheated walls, ceilings and attics.	

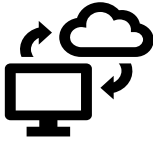
<b>7. Electrical Plan</b>	<b>Sheet #</b>
A/C rating (new building) and service upgrades, feeder conduit and conductor (type, size, etc.)	
Location of all smoke and carbon monoxide detectors, and if they are hardwired or battery type	
Exterior and interior stairway illumination	
Show locations of subpanels, and fixed equipment (clear work space, access, etc.)	
<b>8. Structural Plan</b>	<b>Sheet #</b>
Coordinate all special inspections listed on architectural sheets and structural sheets into Special Inspection Program on cover sheet of structural plans	
Show all new/existing foundation/footings, and provide for crawl space access to all areas	
Show footing details, exterior and interior pier/spread footing legends, anchor bolt layout, hold-down locations, mudsill requirements etc. (frost depth minimum 18")	
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	
Moisture Protection: drainage by perforated pipe or other approved drain system, applied to the exterior of the foundation, waterproofing in areas with a high-water table or other known severe soil-water conditions, flexible sealants or other impervious material	
Structural plans, including foundation plan, and structural details as appropriate	

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



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](mailto:PermitCenter@CityofSLT.US)

SUBMITTAL DATE:	<b>OFFICE USE ONLY</b>	PERMIT NUMBER:
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RESIDENTIAL:	NON-RESIDENTIAL:	
<b>PROJECT ADDRESS:</b>		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:	

<b>PROJECT VALUATION: \$</b>	<b>FULL SCOPE OF WORK TO BE PERFORMED:</b>

_____	IF YOUR PROJECT IS A TRPA QE, PLEASE PROVIDE THE TRPA QE APPLICATION ALONG WITH THE CITY APPLICATION. CLICK <a href="#">HERE</a> FOR LINK. <b>NOTE FOR DECKS AND SHEDS:</b> 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.
_____	<b>KITCHEN OR BATHROOM REMODELS:</b> 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: <a href="#">TIP SHEETS: KITCHEN;</a> <a href="#">BATHROOM.</a>
_____	<b>HOMES PURCHASED WITHIN THE LAST SIX MONTHS:</b> INCLUDE COPY OF GRANT DEED
_____	<b>HOMES IN HOAs:</b> INCLUDE APPROVAL FROM HOME OWNER'S ASSOCIATION

<b>Owner-Builder Declaration (Please choose one):</b> 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 _____		
<b>PROPERTY OWNER/AUTHORIZED AGENT SIGNATURE:</b>			<b>DATE:</b>
<b>Licensed Contractors Declaration:</b> 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.			
<b>CONTRACTOR SIGNATURE:</b>			<b>DATE:</b>
<b>Workers' Compensation Declaration:</b> 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 <b>(this section need not be completed if the permit is for one hundred dollars (\$100.00) or less):</b>		
<b>CARRIER:</b>		<b>POLICY NUMBER:</b>	
	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.		
<b>CONTRACTOR SIGNATURE:</b>			<b>DATE:</b>
<b>WARNING:</b> 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.			
	<b>Construction Lending Agency Declaration (if applicable):</b> 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.).		
<b>If permit is for an Encroachment, contractor must fill in the below declaration:</b>			
	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"> <li>• 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.</li> <li>• City Liability Insurance and contractor license must be on file with the CSLT and must remain current throughout the paving season.</li> </ul>			
C-12 CONTRACTOR NAME:		PHONE:	
C-12 CONTRACTOR LICENSE #:		CSLT BUSINESS LICENSE #:	
<b>CONTRACTOR SIGNATURE:</b>			<b>DATE:</b>
<b>Property Owner Authorization - Only required if applicant is NOT owner or licensed contractor</b>			
OWNER NAME:		PHONE:	
MAILING ADDRESS:		E-MAIL:	
<b>ATTENTION PROPERTY OWNER:</b> The Building and Safety Division requires <a href="#">property owner authorization</a> 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:	
<b>The applicant identified on this document has my approval to submit applications and/or plans for the following upgrades or renovations</b>			
<b>OWNER(S) SIGNATURE(S):</b>			<b>DATE:</b>
<b>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:</b>			
	The City's approved plans and Permit Inspection Card <b>must remain on the job site</b> for use by City Inspection Personnel.		
	Final inspection of the work authorized by this permit is required. A <b>Certificate of Occupancy must be obtained prior to use and occupancy</b> 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.			
<b>PRINT NAME(S):</b>		_____	
<b>PROPERTY OWNER(S) OR AUTHORIZED AGENT/CONTRACTOR SIGNATURE(S):</b>			<b>DATE:</b>
_____			_____
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.**