



2020-2023 RESIDENTIAL SOLAR PHOTOVOLTAIC (PV) SYSTEM 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. APPLICANT SIGNATURE REQUIRED ON PAGE 3

PLEASE NOTE: THE CITY OF SOUTH LAKE TAHOE IS DESIGNATED AS A VERY HIGH FIRE HAZARD SEVERITY ZONE AND SUBJECT TO SNOW LOADS

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

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, clearly labeled, and 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 and checklists combined into one (1) single PDF by applicant.
 File to be named: Address_Permit#_PC1_CityApplications**

PDF # 1 - Application		Residential Solar Photovoltaic (PV) System 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**

PDF#2 - Plans		100% Complete Construction Drawings and Specifications, cross-referenced and coordinated among all disciplines (Saved at scale 24" x 36")			
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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) and combined as a PDF. Include the Cut Sheets for all equipment including, but not limited to: PV modules, rack mounting system with complete details, mounting brackets, grounding hardware, snow load rating, module fire rating, and inverters	Click here for link		
		Structural/Engineering Calculations (if applicable)			
		T24's-Energy Code Compliance Documentation (if applicable)			
		Liberty Letter of Approval or stamps on plans – Permit applicant should also contact the local utility provider to request permission to connect the solar installation	Click here for link		
		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		Ground Mount Only TRPA Qualified Exempt OR TRPA Residential Application	Click on applicable link		
		Ground Mount Only BMP Calculation Spreadsheet (Required to be in Color)	Click here for Link Click here for example		
		Ground Mount Only Coverage & Land Capability Verification <i>required for all Add/Modify/NSFD Projects</i> **Site Assessment or TRPA Stamped Plans Required			

Important Note(s):

- **It is important to note that building permit applicants must address all issues under their control to design and install PV systems that meet snow load structural requirements. These include the specific characteristics of the PV panels and the method of installation, the slope and design of the roof, and the location of PV panels on the roof. The expectation is that designers will optimize the building design for solar PV from the start of their project.**
- **Electrical Systems over 400 amps require California licensed electrical engineer per SLTCC 6.15.160.U.a.**

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

1. General Information (cover sheet):	Sheet #
Cover sheet with the following information: project address, owner's name, address, and phone number; name, address and phone number of contractor and person preparing plans, clear scope of work, sheet index, legend of symbols, abbreviations and notations used in the drawings.	
List of current applicable codes	
Detailed description of scope of work	
Index of drawings on cover sheet and all sheets numbered	
Basic site plan showing the location of the structure, north arrow, location of equipment, disconnects, gas meter location and proximity to electrical equipment, inverters, and any other related components of the PV system. Cover sheet and site plan may be part of the same sheet if complete and legible and show distance from property lines to adjacent buildings/structures (existing and proposed)	
Array configuration indicating placement of equipment and modules on the roof, including junction boxes and other related electrical equipment.	
Configuration shall also show required fire clearances per the 2019 CA Fire and Residential Codes	
Required Notes on Plans: The City of South Lake Tahoe requires one inspection (considered a "Final Inspection"). At the time of inspection, the permit holders must be prepared to provide access, prove torqueing at request of inspector, and be of the competency to explain integral parts of the system to prove conformance with all technical requirements in the field.	
Electrical Plans with single line diagram including: <ul style="list-style-type: none">• Locations of main service or utility disconnect• Total number of modules, number of modules per string, and the total number of strings• Make and model of inverter(s) and/or combiner box if used• If batteries are to be installed, include them in the diagram and show their locations and venting• Equipment cut sheets including inverters, modules, AC and DC disconnects, combiners and wind generators• Labeling of equipment as required by CEC, Sections 690 and 705• Grounding/bonding conductor sizes/types for structure (main ground, water bonding, gas bonding, etc.)• Equipment grounding conductor size, type, and location for circuits and module/rack grounding• Combiner/junction box locations• AC/DC disconnect types, sizes, and locations• Conduit sizes/types from the array to the power source• Inverter string sizing or micro inverter branch circuit details• Conductor wiring types and sizes, system, and solar panel• Amperage size and location of the main electrical panels and subpanels	
Plan sheets and supporting documents for PV system mounting hardware shall meet minimum structural design criteria, including snow loading requirements, depending on project location.	
Plan sheet showing required signage for panels, disconnects, conduits, junction boxes, etc. Permanent labels with red background and white lettering resistant to fading pursuant to CA Electrical Code Article 690: <ul style="list-style-type: none">• Wiring/Circuit Installations: Direct current (DC) conduit, enclosures, raceways, cable assemblies, junction boxes, combiner boxes and disconnects shall be labeled per the following:<ul style="list-style-type: none">➤ Labels shall be reflective, water resistant and can withstand the environment; lettering shall be a minimum 3/8" in height with white on red background.➤ Labels shall state, "WARNING: PHOTOVOLTAIC POWER SOURCE".➤ Labels shall be placed at every service disconnect; also, on every DC conduit, raceways, enclosures, etc. at 10 ft o.c. and within 1 ft of turns, bends and penetrations.	
Wiring/Circuit Installations: DC circuits ran inside a building 80 volts or greater shall be protected by a listed arc-fault circuit interrupter. To be considered outside it shall be direct buried, in metallic conduit, and/or metallic cables trays	
Wiring/Circuit Installations: Where multiple inverters are installed and not grouped a clear location directory shall be provided at each AC & DC disconnect location.	
Wiring/Circuit Installations: Rapid shutdown device required for DC system circuits in or on buildings with specific requirements if located in or outside the array boundary. 30v within 30 seconds if outside of array boundary and 80v within 30 seconds if within array boundary. See new labeling requirements for rapid shutdown as of January 1, 2020 (see details at end of handout).	
Wiring/Circuit Installations: Rapid shutdown initiation device shall be located on the exterior labelled "RAPID SHUTDOWN SWITCH FOR SOLAR PV SYSTEM" with white or red minimum 3/8" in height lettering.	

Wiring/Circuit Installations: Roof mounted DC system manually operated load break disconnect required at combiner boxes or within 6 ft of combiner boxes	
Wiring/Circuit Installations: Disconnects required for energy storage devices where more than 5 ft from connected equipment or where circuits pass through a wall/partition.	
Wiring/Circuit Installations: Size of supply side connections comply with CEC 705.12(B)(2).	
Wiring/Circuit Installations: Supply side connections require overcurrent protection within 10 ft from the service conductor connection.	
Ground Mount Arrays: A minimum 10 ft clear "brush-free" area around the array shall be provided.	
Fire Rating: Modules shall be tested, listed and identified with the fire classification based on the specific type of building construction Class A Roof Fire Rating.	
Detail Snow Cleats and include specifications in supporting document package to comply with Snowshed Impact Areas as follows: Snowshed Impact Areas: Protection of Required Entries/Exits, Parking, and Driveways: <ul style="list-style-type: none"> • Roof surfaces and photovoltaic panels that are susceptible to rooftop avalanche risk shall be designed so that snowshed impact areas will not occur in or on entries/exits (required exits only for R-3 occupancies), vehicle parking areas, driveways, LPG storage tanks, gas meters, electrical meters, walkways, and public ways. • The minimum snowshed impact area shall have a setback of ten feet measured horizontally from a vertical line, projecting from the roof eave to the other constructed elements such as fences, sheds, and patio covers. • The snowshed impact area may be eliminated, provided an engineered snow restraint system, designed in accordance with this code, is incorporated into the roof design and, in other than R-3 occupancies, an approved roof drainage system (e.g., heated gutter and downspout) is installed to prevent ice formation/accumulation at the grade or access level. 	
Note on Plans: An "Ice Guard" is required on roofs of heated areas of buildings. Roofs, regardless of covering, with a pitch of less than 8/12 shall be protected against leakage (caused by ice and snow) using an approved manufactured membrane, installed per the manufacturer's specifications and as approved by the Building Official. This application shall extend from the eave edge of the roof up the roof slope measured 5 feet beyond the wall line separating the conditioned and unconditioned space, and up 30 inches along each side of a valley. This "Ice Guard" shall be in addition to any other required underlayment.	
Exterior wall envelope - Provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings	
Provide structural drawings, and calculations stamped and signed by a California-licensed Civil or Structural Engineer, along with the following information: <ul style="list-style-type: none"> • The type of roof covering, and the number of roof coverings installed • Type of roof framing, size of members and spacing • Weight of panels, support locations and method of attachment • Framing plan and details for any work necessary to strengthen the existing roof structure • Site-specific structural calculations • Where an approved racking system is used, provide documentation showing manufacturer of the rack system, maximum allowable weight the system can support, attachment method to the roof or ground, and product evaluation information or structural design for the racks system 	

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

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.