



BUILDING PERMIT APPLICATION

PULLED BY OWNER OR OWNER AGENT/REPRESENTATIVE

Development Services Department - Building and Safety Division
 1052 Tata Lane, South Lake Tahoe, California 96150-6251
 (530) 542-6010 · (530) 541-7524 FAX · PermitCenter@CityofSLT.US

*** USE THIS FORM ONLY IF YOU ARE OWNER OR OWNER AGENT** **OFFICE USE ONLY:** PERMIT NUMBER: _____

PROJECT ADDRESS: _____ RESIDENTIAL: _____ NON-RESIDENTIAL: _____

PROPERTY OWNER INFORMATION (REQUIRED)

NAME: _____
 MAILING ADDRESS: _____ CITY, STATE, ZIP: _____
 PHONE: _____ CELL: _____ EMAIL: _____
 TENANT DBA: _____
 PLEASE NOTE: TENANT MUST PROVIDE [PROPERTY OWNER AUTHORIZATION FORM](#)

REPRESENTATIVE OR DESIGN PROFESSIONAL

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. REPRESENTATIVE OR DESIGN PROFESSIONAL **MUST** PROVIDE [PROPERTY OWNER AUTHORIZATION FORM](#).

ARCHITECT: _____ ENGINEER: _____ DESIGNER: _____ REPRESENTATIVE: _____
 NAME: _____ COMPANY NAME: _____
 MAILING ADDRESS: _____ CITY, STATE, ZIP: _____
 PHONE: _____ CELL: _____ EMAIL: _____

PROJECT VALUE: \$ _____ PERMIT TYPE: _____

IS THIS HOME IN AN HOA? YES: _____ (IF YES, APPROVAL LETTER FROM HOMEOWNERS' ASSOCIATION IS **REQUIRED** WITH APPLICATION) NO: _____

FULL SCOPE OF WORK TO BE PERFORMED (ATTACH SHEET IF MORE ROOM NEEDED):

Owner-Builder Declaration (must select 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 _____

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.

PROPERTY OWNER(S) OR AUTHORIZED AGENT SIGNATURE(S): _____ **DATE:** _____

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](#).

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 the 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 Hosted Rental/QVHR Permit

at _____.
(Property Address)

Billing Address _____ Zip _____

Cardholder Name _____

Card Number _____ Expiration Date _____

CV2 (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.