



2020-2023 COMMERCIAL PROJECT 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 SIGNATURES REQUIRED ON PAGE 5

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 Building Code (CBC)	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 Termites: Yes
Ice Barrier Underlayment Required	

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					
		Commercial Project Building Permit Submittal Checklist	This Form		
		Permit Worksheets	Page 7 & 8 of this form		
		Credit Card Authorization Form	Page 9 of 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			

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		
		Geotechnical Investigations - Reporting CBC 1803.6 TBD by EOR			
		Structural/Engineering Calculations (if applicable)			
		T24's-Energy Code Compliance Documentation (if applicable)			
		Truss Calculations and Shop Drawings (if applicable)			
		Hazardous material declaration: List type & quantities of chemicals stored on site.			
		South Tahoe Public Utility District (STPUD) Letter of Approval	Click here for sample		
		Liberty Letter of Approval or stamps on plans (if applicable)			
		Food equipment cut sheets (for food service facilities)			
		Access Compliance Review Supporting Documentation			
		Manufacturers' product data sheets for door hardware, plumbing fixtures, showers, lifts, restroom accessories, etc.			
		Special Inspection and Testing Form (if applicable)	Click here for link		
		ADA Hardship Form (if applicable)	Click here for link		

PDF #4 - Planning supporting documentation (such as conditions) on one (1) single PDF by applicant
File to be named: Address_Permit#_PC1_PLNG

PDF #4 Planning Documents					
		Copy of Acknowledged Planning Approval (if applicable)			
		MWELO forms (projects proposing to rehabilitate landscaping)	Click here for link		

Construction Document Completeness Checklist - Sheet Numbers to be Completed by Applicant	
1. General Information (cover sheet):	Sheet #
Project name, address and assessor parcel number (APN), name(s) address and phone number, name, title, address of both the project owner and design professional	
Detailed description of scope of work	
List of current applicable codes, occupancy group(s) and type of construction, fire sprinklers	
Gross square footage for each separate occupancy classification	
Index of drawings and all sheets numbered	
Title 24 Energy Calculations: Incorporated into plan set pages, including but not limited to: ENV 1, ENV Mandatory Measures, MECH 1, LTG1, LTG Mandatory Measures, OLTG1, pages (if applicable)	
Special Inspection Program: Identify each item requiring special inspection as required by CBC including but not limited to: reinforced concrete, embedded anchors, welding, high strength bolts, etc.	
Any deferred submittal items must be listed on the cover sheet of the plans and include a schedule the anticipated date for submittal of each deferred item along with the following Deferred Submittal Policy Statement on the plans: <ul style="list-style-type: none"> 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 on valuation and fee schedule in effect of time of actual submittals Two sets of documents and one PDF are required to be submitted to in a timely manner but not less than 30 business days prior to installation 	
2. Plot/Site Plan /Civils	Sheet #
Drawn to scale, lot dimensions showing whole parcel and all property lines including parcel square footage, enlarged site plans for areas of work, identify all property corners, setback lines, and recorded easements, percentage of slope to provide drainage, fire laterals, hydrant placement, apparatus turning capabilities, stormwater management, snow storage, etc.	
Building footprint - providing dimensions of all structures and distance to property lines and/or identify location within building footprint where work is being done uses of adjacent space or suites	
Accessible path of travel improvements including and defined accessible route(s) from the area(s) of alteration to each of the following elements: public transportation stops, public way, accessible parking, accessible passenger loading zones, and restroom(s) serving area where improvements are occurring	
All parking spaces identified and detailed - EV, accessible parking spaces with percentage of slope from at accessible loading zone, path of travel, door landings, curb cuts, detectable warnings, tow away signage, fire hydrant markings, directional signage and parking ratio calculations for each parking lot	
Location of CALGreen required elements including but not limited to proposed clean air vehicles (CAV) parking, covered entries, recycle bins, bike storage, etc.	
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	
All fencing and gates shown, indicating required exit gates, panic hardware and widths (including outdoor dining areas)	
Show locations of and coordinate with Civil/MEP/Structural sheets as applicable: <ul style="list-style-type: none"> Electrical rooms / gas meters and shelters Sewer lines and clean out location water lines w/meter or well location and backflow devices Access roadways with driveway/egress location, curbs and gutters Fire riser room, hydrant locations, FDC, backflow devices (with associated pads and "hot boxes" Trash enclosures with employee work space with disabled access Snow storage areas 	
3. Floor Plan (Demolition Plan, Existing Floor Plan and Proposed Floor Plans)	Sheet #
Identify all windows/doors, with schedules along with applicable energy compliance interconnections	
Label each room use	
Identify any rated corridor systems, stairwells, floor ceiling assemblies, etc. Occupancy separation and fire details with GA file numbers or equivalent, along with specific with regards to fire proofing bearing members, joints, penetrations and openings	
Show locations of restrooms, service counters, dining tables, signs, etc. with disable access requirements	
Show construction information for any tenant walls / demising walls lateral bracing, R- Values, STC ratings IIC rating, etc.	

Seating plan within assembly uses and restaurants and posted occupant loads	
Location type and sizes of all portable fire extinguishers	
Storage layout (aisle widths) and shelving plans (engineering may be required).	
Detailed interior elevations and sections including dimensions, ceiling types and support and bracing details	
WUI (Wildland-Urban Interface) building materials, systems and/or assemblies used in the exterior design	
4. Building Elevations Existing and Proposed 1/4" = 1" scale	Sheet #
Building Elevations showing (not required for interior remodels): <ul style="list-style-type: none"> Elevations from each view i.e. front back, left, right or north, south, east, and west Addressing, ISA signage and Knox box location(s) Finish floor elevations with respect to contour elevations on the site plan Roof pitch of each roof plane (If more than one roof pitch is proposed, provide a roof plan) 	
Means of Storm Drainage Compliance: <ul style="list-style-type: none"> Proposed final grade in relation to crown of street or other elevated surfaces Water diverted to swales or drains and surfaces within 10' of the foundation need to slope away (minimum fall 6" within 10' of foundation) 	
Fire Separation Compliance: <ul style="list-style-type: none"> Distance illustrated measured perpendicular to the exterior wall Distance illustrated between the building and lot lines, centerline of a street or alley Fire-resistance-rated horizontal assemblies, ceilings and floors identified and detailed 	
Door, hardware, windows and finish schedules cross referenced to details. Specially noting, panic hardware, fire doors, doors with security hardware, and any fire-resistance-rated and tempered glazing/window assemblies, CBC 11A-11B operable parts	
Signage schedules, cross referenced to details of room identification and way-finding signage	
Casework and fixed furniture identified, including elevations, details, anchorage per CBC chapter 16 and required accessibility clearances and features	
All equipment identified and anchorage detailed CBC chapter 16	
Walk-in refrigerators and freezers identified and detailed and coordinated with other applicable sheets	
Show roofing types and snow shed impact areas with protection of entries/exits, parking, and driveways	
5. Mechanical and Plumbing Plans	Sheet #
Mechanical equipment schedule, unit locations, equipment CFMs (cubic feet per minute rating), unit operating weights and cross-reference to anchorage details Indicate which rooms are to be conditioned and minimum ventilation and outside air is compliant with CMC chapter 4 and CEC requirements	
Anchorage details for ducts and piping	
Mechanical and piping penetrations at fire-resistance-rated walls, shear walls, headers, lintels, floors and roofs identified, and cross referenced to applicable architectural or structural details	
Locations of all fire/smoke dampers, supply/return registers and ducting indicated with details and cross-referenced to applicable architectural or structural details	
Fume hood system (e.g.: Type I kitchen hoods) shown including weight and exhaust duct identified and detailed along with gravity support and lateral bracing for kitchen hoods	
Any special systems indicated, including smoke removal, special venting, dust collection and all interfacing equipment identified and detailed with required anchorage design	
Water heating system and location of equipment identified (food service project- ensure environmental management approval is coordinated)	
Provide plumbing isometric/schematic showing hot and cold water, sewer, soil, grease traps, waste vents and cleanout sizes and materials	
Plumbing fixture schedules with flow rates and flush volume indicated in accordance with CALGreen Code Section 5.303.3	
Provide water sizing/DWV calculations and drainage fixture count and pipe sizing calculations	
Show location of all backflow assemblies and incorporate cut sheets contact STPUD and/or other applicable service provider for further information	
Size, type and termination location of any gas vents, dryer vent, environmental air vents	
Location of all gas fireplaces, water heaters, FAU's, boilers with size and location of all combustion air openings	
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	

Details of any rated shafts and corresponding GA-File number and/or Fire Barrier Duct Wrap UL information; including installation details in accordance with State Fire Marshall regulations	
Coordinate all fire rated duct enclosures, with dimensions, details, and construction listing a (U.L. or equal) for the duct enclosure (shaft)	
Required Note on Plans: Air Testing of laterals must be coordinated through STPUD and/or other applicable service provider prior to requesting city final inspection	
Required Notes on Plans: 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	
6. Electrical Plans	Sheet #
Show locations of switchgear, panels subpanels, and fixed equipment (clear work space, access, etc.)	
A/C rating (new building) disconnect sizes and service upgrades	
Conduit and conductor (type, size, etc.) types of conductors, max temperature, type of insulation, isolated grounding, equipotential bonding, etc.	
Indicate grounding electrode, conductor location and size	
Single line electrical diagram must be provided	
Panel schedules and load calculations provided	
Equipment/fixture schedule with weights and reference to anchorage details provided	
Energy Code Certificate of Compliance forms included on plans circuits for devices and lighting including nonresidential indoor daylighting control requirements	
Interior and exterior emergency lighting / exit signs and dedicated circuits identified as applicable per CEC700.10 New and existing exit signs located	
Assistive Listening Systems identified and detailed	
Location of all duct detectors, smoke detectors, etc. coordinated with other discipline sheets	
Egress lighting exterior and interior, stairway, area of refuge illumination	
7. Structural Plans	Sheet #
Coordinate all Special Inspections listed on Architectural and Structural Sheets into Special Inspection Program on Cover Sheet	
Design Criteria and Construction Materials: Specific items noted on the plans as specified in various code sections including Chapters 1, 16, 17 and 18. Include material specifications and loading criteria	
Drawings should contain information as noted in IBC Section 1603, including but not limited to: <ul style="list-style-type: none"> • Size, section and relative locations of structural members • Material specifications: Specify requirements for structural materials used for the project including both generic materials and proprietary elements • Soil design parameters: Bearing pressure, lateral pressure, and reference to geotechnical report as applicable • Floor live load: uniform, concentrated and impact loads shall be indicated • Roof live and snow loads • Wind design data: Note the wind parameters used for the design. Include basic wind speed (V), exposure category, topographic factor (Kzt), occupancy category and wind importance factor (I) • Seismic design data: Note seismic parameters used for the design. Include mapped acceleration parameters (Ss and S1), occupancy category and seismic importance factor (I), seismic design category, seismic-force-resisting system(s), seismic response coefficient(s) (Cs), and response modification coefficient(s) (R) • Flood load: See IBC section 1603.1.6 if applicable • Special loads that are applicable to the design of the building or structure 	
Structural Observations – Where required by IBC Section 1709, the requirement listed and identified	
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	
Detail Moisture Protection: Drainage by perforated pipe or other approved drain system, applied to the exterior of the foundation, in areas with a high-water table or other known severe soil-water conditions	
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	

	<p>Framing Plans:</p> <ul style="list-style-type: none"> • Separate framing plans for all floors and roofs are required, including dimensions • Specify grade/species, size and spacing of all framing members • Provide alpha and numeric grid lines. Or other method to correlate structural design calculation results and drawings • Required connections of each member (e.g. girder/post connections, hangers, nailing, required lap, strapping and gusset requirements, etc.) • Engineer's call-outs provided in calculations must be specific on plans. All details described in the structural calculations must be shown on the plans • Details for connections to effectively demonstrate structural and code compliance 	
8.	Building Envelope and Energy Code Compliance	Sheet #
	Building Energy Efficiency Standards - Required Note on Plans: At final inspection, builder is required to leave in the building, copies of the completed, signed, and submitted compliance documents for the building owner at occupancy. Such information shall, at a minimum, include copies of all Certificate of Compliance, Certificate of Installation, and Certificate of Verification documentation submitted	
	Building Energy Efficiency Standards - Required Note on Plans: Ventilation information: Builder to leave in the building, for the building owner at occupancy, a description of the quantities of outdoor air that the ventilation system(s) are designed to provide to the building's conditioned space, and instructions for proper operation and maintenance of the ventilation system	
	"Ice Guard" is required on roofs of heated areas of buildings, 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	
	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	
	Balconies or other elevated walking surfaces - Provide details for all elements of the impervious moisture barrier system. The construction documents shall include manufacturer's installation instructions	

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.



"We will reflect the Natural 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 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.