



2019 BUILDING PERMIT SUBMITTAL CHECKLIST

Commercial Projects

Permit No.: _____ (for use by City Staff)

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 is included before accepted for review.
APPLICANT SIGNATURE REQUIRED ON PAGE 4 OF 4 OF THIS DOCUMENT

DIGITAL PLAN REVIEW SUBMITTAL REQUIREMENTS:

PDF Submittals must be complete with all required documents and clearly labeled on a Single Flash Drive, CD, or emailed in a single email to

PlanSubmittal@CityofSLT.US

Dropbox and/or Google Drive links are encouraged if emailing as file sizes are so large. Incomplete submittals will be rejected and sent back.

All Plan Reviews, both initial submittals and re-submittals require – A Complete PDF Submittal containing the following:

- ✓ **PDF #1 - All City Applications & Checklists on One (1) single PDF.**
 - File to be Named: Address_Permit#_PC#_CityApplications
- ✓ **PDF #2 - All plan sheets combined and in order on One (1) single PDF**
 - File to be Named: Address_Permit#_PC#_Plans
- ✓ **PDF #3 - Supporting Documents on One (1) single PDF with cover page.**
 - File to be Named: Address_Permit#_PC#_SupDocs
- ✓ **PDF #4 – Planning Approval documentation on One (1) single PDF.**
 - File to be Named: Address_Permit#_PC#_PlanningApproval

If Permit # is unknown upon first submittal please indicate TBD in place of Permit #
 PC# Refers to Plan Check # Starting with PC1

PDF Submittal Requirements Checklist

Applicant Use:			Staff Use Only:		
	Included	N/A	Included	Missing	
PDF # 1 - Applications	<input type="checkbox"/>	<input type="checkbox"/>	Permit Worksheet	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Permit/Plan Review Application	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Property Owner Authorization	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Commercial Building Submittal Checklist	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Credit Card Authorization Form	<input type="checkbox"/>	<input type="checkbox"/>
PDF # 2 - Plans	<input type="checkbox"/>	<input type="checkbox"/>	All Plans Combined in order per plan index on cover sheet	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	STPUD Stamps included on plans (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Liberty Stamps included on plans (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
PDF #3 Supporting Documents	<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet for Supporting Documents	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Structural/Engineering Calculations (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	T-24's (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Truss Calcs (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
PDF #4 PLANNING APPROVAL	<input type="checkbox"/>	<input type="checkbox"/>	ADA Worksheet Form	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Acknowledged Planning Approval (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Receipt showing Planning Fees Paid (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

Plan Sheet Numbers Checklist to be completed by applicant		Sheet #
Plan sets shall consist of:		
General Information Pages		
Plot/Site Plan		
Architectural Plans including: Floor plan, elevations, roof plan, door and window schedules, sections, etc.		
Structural Plans including: Foundation plan, framing plan with section drawings, floor framing plan, shear wall plan with schedules, roof framing plan, suspended ceiling framing, section drawings and all structural details as appropriate.		
Electrical Plan		
Plumbing Plan		
Mechanical Plan		
Civil Drawings including ADA Path of Travel, Fire Laterals, Hydrant Placement, Apparatus Turning capabilities, etc.		
TRPA BMP Plans and calculations http://tahoebmp.org/bmphandbook.aspx		
Fire Sprinkler/Fire Alarm layouts and specifications		
Other items required if applicable:		
Food equipment cut sheets (for food service facilities)		
Water supply, drainage calculations, CALGreen reductions and fixture drainage units, demolition recycling, etc.		
Structural calculations: Structural details minimum of two sets of calculations stamped and wet signed by the design professional		
Truss calculations and truss shop drawings may be submitted on a deferred basis when Design Professional lists the item on Cover Sheet; denoting when submitted they will be stamped by the architect or engineer of record in addition to the design engineer.		
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).		
Hazardous material declaration: List type & quantities of chemicals stored on site.		
Exit Analysis: Seating and exiting layout for restaurant and assembly occupancies		
SPECIFIC PLAN SHEET INFORMATION		
1. GENERAL INFORMATION: (cover sheet)		Sheet #
Project name & address, as well as project owner's name, address and phone number		
Zoning with Planning Project Conditions (if applicable)		
Name, title, address, phone number of design professional		
Current applicable codes		
Assessor Parcel Number (APN)		
Occupancy group(s) and type of construction, fire sprinklers		
Occupant load and exiting requirements (with calculations)		
Gross square footage for each separate occupancy classification		
Total square footage of building and/or tenant improvement		
Allowable area calculations		
Detailed description of scope of work and pages numbered (x of y)		
Index of drawings		
Vicinity map identifying the subject property, the adjoining streets, and the major streets in the surrounding area within a one-quarter mile radius of the site and North arrow		
Stamp & wet signature of design professional (all sheets)		
Special Inspection Program: Identify each item requiring special inspection considering items such as excavation and filling, embedded anchors, structural masonry, welding, high strength bolts, smoke control systems, etc.		
2. Plot/Site Plan		Sheet #
Lot dimension showing whole parcel and property lines		
Building footprint-providing dimensions to property lines		
Identify location within building footprint where work is being done		
Parking layout showing:		
• All parking spaces		
• Location of specialty parking such as disabled access space parking, clean air vehicles, etc.		

<ul style="list-style-type: none"> Disabled access path of travel from public right of way and parking space to the building main entrance 	
Identify uses of adjacent space or suites	
Identify building orientation and North arrow	
Show location of:	
<ul style="list-style-type: none"> Electrical room or meters 	
<ul style="list-style-type: none"> Sewer lines 	
<ul style="list-style-type: none"> Water lines w/meter or well location and back flow devices 	
<ul style="list-style-type: none"> Gas meters 	
<ul style="list-style-type: none"> Access roadways with driveway/egress location 	
<ul style="list-style-type: none"> Curbs and gutters 	
<ul style="list-style-type: none"> Fire riser room, hydrant locations and water main size 	
<ul style="list-style-type: none"> Trash enclosures with employee work space access 	
3. Foundation Plan	Sheet #
Show all new and any existing foundation/footings	
Plan view required – ¼ inch per foot scale	
Show footing details, exterior and interior pier / spread footing legends, grade beams, etc. (frost depth 18")	
Show locations and provide installation details for all embedded hardware and reinforcing steel	
4. Floor Plan	Sheet #
Show size of all openings with type of window and swing of doors	
Show existing path of travel to a public way with grade percentages	
Identify any rated corridor systems	
Show locations of mezzanines and stairways	
Show locations of restrooms with disable access requirements	
Show construction information for any tenant walls	
Seating plan within assembly uses and restaurants	
Location type and sizes of all portable fire extinguishers	
Clear work space at all electrical service panels	
Occupancy separation details with GA file numbers or equivalent	
Fire rated assemblies with GA file numbers or equivalent	
Storage layout (aisle widths) and shelving plans (engineering may be required).	

5. Plumbing Plan	Sheet #
Provide plumbing isometric/schematic showing hot and cold water, sewer, soil, grease traps, waste vents and cleanout sizes and materials	
Show complete drainage system with pipe sizes and piping material	
Show water piping system (hot and cold), pipe sizes and piping material	
Show location of all gas meters and all gas piping location and sizing on plumbing floor plan	
Show location of water heaters, boilers and any other equipment on plumbing floor plan	
Provide water sizing calculations and show drainage fixture count and pipe sizing calculations	
Complete roof drainage and parking drainage system with calculations	
Grease interceptor installation & cleaning instructions	
6. Mechanical Plan	Sheet #
Size and location of all duct work, plenums, registers, fire dampers, fresh air intakes, and air flow in CFMs	
Size and location of all combustion air openings (when gas appliances are used)	
Size, type and termination of any gas vents, grease ducts, etc.	
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	
Show equipment size, weight, manufacturer's name and model number	
Provide equipment attachment details per manufacturer's specifications	
Indicate which rooms are to be conditioned and how	
Provide minimum ventilation and outside air	
Provide manufacturer's specs and valuation of walk in cooler boxes	

Grease Exhaust Hood, provide the following:	
<ul style="list-style-type: none"> • Dimensions, details, and construction listing (U.L. or equal) for the duct enclosure (shaft) • Grease duct location, materials, dimensions and calculations for the duct air velocity 	
Show locations, type and size of ducts and equipment	
Provide CFM of exhaust and make up air	
Indicate type of fire suppression equipment	
Show location of exhaust termination	
Detail any specialized instruction and listings	
Roof plan showing the location of all exhaust, supply air and HVAC equipment	
Dimensions in relation to equipment served and clearance to combustibles	
7. Electrical Plan	Sheet #
Show circuits for devices and lighting including nonresidential indoor daylighting control requirements	
A/C rating (new building) and service upgrades	
Feeder conduit and conductor (type, size, etc.)	
Show locations of panels, transformers and fixed equipment (clear work space, access, etc.)	
Indicate main disconnect size	
Indicate grounding electrode, conductor location and size	
A completed electrical plan and single line electrical diagram must be provided	
Service entrance-conduit and wire size	
Complete load calculation – Based on square foot area, including 125% for continuous load and largest motor	
Types of conductors, max temperature, type of insulation, isolated grounding, equipotential bonding, etc.	
8. Separate Required Approvals	Check Off
Disabled Access 20% Upgrade Form http://ca-southlaketahoe.civicplus.com/DocumentCenter/View/7644	
Special Inspection Forms http://www.cityofslt.us/DocumentCenter/View/5715	
Planning Division: Final acknowledgment of the planning permit (530) 542-6020	
Public Works Department: Clearance to assure compliance with encroachments and storm water permits may be required for certain activities or structures (530) 542-6034	
El Dorado County Environmental Management Department (EMD): Clearance must be obtained prior to the permit issuance (530) 573-3450	
Clearance from South Tahoe Public Utility District (STPUD) – Stamps must be on plans prior to project submittal STPUD - (530) 544-6474	
Clearance from Liberty Utilities – Stamps must be on plans prior project submittal Liberty Utilities - (530) 543-5281 Cherie.slimp@libertyutilities.com	

DEFERRED SUBMITTALS

**All Deferred items must be listed on title sheet of plans.
Anticipated submittal date for each deferred submittal must be listed.**

If there are extenuating circumstances, some documents or required information may be accepted as a “Deferred Submittal”. Please note that there will be additional plan review fees for each deferred submittal item provided after the building permit has been issued.

All construction shall comply with the minimum requirements of the following codes effective January 1, 2017

2016 California Building Code (CBC) <http://www.bsc.ca.gov/codes.aspx>
2016 California Plumbing Code (CPC)
2016 California Mechanical Code (CMC)
2016 California Electrical Code (CEC)
2016 Residential and Non-Residential Energy Standards
2016 CALGreen
2017 California Retail Food Code (CRFC) <https://www.cdph.ca.gov/services/Documents/fdbRFC.pdf>
Other prevailing City Ordinances and State Laws

Design requirements shall apply as follows:

- Minimum soil bearing pressure of 1,500 pounds per square foot (the project Engineer may claim up to 2,000 psi without a soils report)
- The Basic Wind Speed is 110 mph, 3 second gust, Exposure B (within 300 feet of the Lake Shore = Exposure C)
- Seismic Site Design Category D
- Climate Zone 16
- Ground Snow Load 150 lbs.
- Wildland Urban Interface (WUI) Codes and Standards

I verify 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: _____