



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/

TEMPORARY CERTIFICATE OF OCCUPANCY APPLICATION

PROJECT ADDRESS:		
PROJECT DESCRIPTION:		
PROPERTY OWNER:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	
PERSONNEL ASSOCIATED WITH CONTRACTOR'S LICENSE:		
LICENSE TYPE:	NUMBER:	EXP:
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	
CELL:	FAX:	
THE ITEMS LISTED BELOW MUST BE INCLUDED AND ARE NECESSARY TO PROCESS THE TEMPORARY CERTIFICATE OF OCCUPANCY APPLICATION:		
APPLICATION REQUEST LETTER (ARL) OUTLINING REASON FOR REQUEST AND TIME FRAME FOR COMPLETION OF ALL OUTSTANDING ITEMS (SAMPLE ON PAGE 2)	YES:	N/A:
PROOF OF APPROVAL OF TEMPORARY CERTIFICATE OF OCCUPANCY OR TEMPORARY CERTIFICATE OF OCCUPANCY CONDITIONS FROM THE BELOW AGENCIES (IF APPLICABLE) MUST BE REFERENCED AND ATTACHED TO ARL.		
FIRE DEPARTMENT	YES:	N/A:
PLANNING DEPARTMENT	YES:	N/A:
SOUTH TAHOE PUBLIC UTILITY DISTRICT (STPUD)	YES:	N/A:
COUNTY OF EL DORADO ENVIRONMENTAL MANAGEMENT DIVISION	YES:	N/A:
BUILDING DEPARTMENT	YES:	N/A:
_____ Personnel Associated with Contractor's License Signature	_____ Date	
_____ Property Owner Signature	_____ Date	

TEMPORARY CERTIFICATE OF OCCUPANCY SAMPLE APPLICATION REQUEST LETTER (ARL)

(Please place on your company's letterhead)

_____, 2021
Attn: Building Official
Development Services Department, Building Division
1052 Tata Lane
South Lake Tahoe, CA 96150

Re: (Business Name) _____ (Building Permit No) _____

(Address) _____

I/We request that a Temporary Certificate of Occupancy be issued at the above noted business location to be in effect on _____ and expire at 12:00 noon on _____.
(Effective Date) (Ending Date)

(Note: Maximum of two weeks from date of inspection)

We acknowledge that the following lists of items are yet to be completed:

A) Fire Inspection (Building Division) (Proof of approval of TCO or TCO conditions must be referenced and attached)

- 1.
- 2.

B) Planning Department (Proof of approval of TCO or TCO conditions must be referenced and attached)

- 1.
- 2.

C) STPUD (Proof of approval of TCO or TCO conditions must be referenced and attached)

- 1.
- 2.

D) County of El Dorado Environmental Management Division (Proof of approval of TCO or TCO conditions must be referenced and attached)

- 1.
- 2.

E) Building Division (Proof of approval of TCO or TCO conditions must be referenced and attached)

- 1.
- 2.

THE FOLLOWING MUST BE INCLUDED IN THE LETTER:

Prior to the expiration of the Temporary Certificate of Occupancy, we will ensure that all discrepancies, correction notices, outstanding items stated in the above list and all other applicable items are resolved to the full satisfaction of the City of South Lake Tahoe.

However, if we fail to comply by the expiration date, we acknowledge we can be subject to administrative fines and can be ordered to cease all occupancy and vacate the premises until the building/structure is brought under full compliance.

Signature of Business Owner

Print Signature Name: _____

Business Name: _____

Phone No: _____

Email: _____

Signature of Person Associated with License

Print Signature Name: _____

Business Name: _____

Phone No: _____

Email: _____

Please Note: If application is approved, payment for reinspection fee is required **prior** to next site visit. See current [fee schedule](https://www.cityofslt.us/126/Fees) at <https://www.cityofslt.us/126/Fees>



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.