



2023-2025 MULTI-FAMILY PROJECT BUILDING PERMIT SUBMITTAL CHECKLIST

3 UNITS OR LESS (NO PLANNING APPROVAL REQUIRED) _____ 4 OR MORE UNITS (PLANNING APPROVAL MAY BE REQUIRED) _____

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. This checklist applies to all existing or proposed developments with more than one dwelling on the property, but does not apply to ADUs.

All construction drawings shall comply with the minimum requirements of the following codes effective January 1, 2023

PLEASE NOTE: THE CITY OF SOUTH LAKE TAHOE IS DESIGNATED AS VERY HIGH FIRE HAZARD SEVERITY ZONE

2022 California Building Code (CBC) 2022 California Plumbing Code (CPC) 2022 California Mechanical Code (CMC) 2022 California Electrical Code (CEC)	2022 California Fire Code (CFC) 2022 Residential and Non-Residential Energy Standards (T24) 2022 CAL Green City Ordinances and State Laws
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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. Use this checklist as your guide. All documents must be in PDF format, clearly labeled and uploaded via our online [webportal](#). See our [Plan Check Electronic Submittal Guide](#) for more information (<https://www.cityofslt.us/1236/Plan-Check-Electronic-Submittal>), which also provides a direct link to the webportal). Click link(s) for City specific [Building Design Criteria](#) and [Local Adoptions](#)

Applicant Use:
Included N/A

Project Intake Completeness Checklist

Staff Use Only:
Included Missing

PDF #1 - All city applications & checklists combined into one (1) single PDF by applicant

File to be named: Address_Permit#_PC1_CityApplications

PDF #1 - Application		MFD Submittal Checklist	This Form		
		Permit Application			

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 (to scale 24" x 36"), including existing and proposed coverage table clearly noted on the Site Plan/Page 1 of the plan set	Click here for example		

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)			
		Energy Code Compliance Documentation (if applicable)			
		Truss Calculations and Shop Drawings			
		MWLO forms (New MFDs and projects proposing to rehabilitate landscaping)	Click here for link		
		South Tahoe Public Utility District (STPUD) Letter of Approval or stamps on plans • Or other Lukins, Lakeside, etc.	Click here for sample		
		Liberty Letter of Approval or stamps on plans			
		HOA Approval Letter (if applicable)			
		Special Inspection and Testing Form (if applicable)	Click here for link		

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		TRPA Qualified Exempt OR TRPA Residential Application	Click on applicable link		
		BMP Calculation Spreadsheet (Required to be in Color)	Click here for Link		
		Findings - <i>required for all Add/Modify/MFD Projects</i>	Click here for Link		
		Coverage & Land Capability Verification required for all Add/Modify/MFD Projects			
		Following 2 items required if 4 or more units:			
		Proof of Commodity Transfer Completion			
		Copy of Acknowledged Planning Approval			

Important Note(s):

- Only California licensed design professionals can design three story dwellings.
- MFD projects shall meet minimum requirements of all applicable building codes, regulations, and local zoning ordinances. In addition, projects shall meet Americans with Disabilities Act (ADA) and Fair Housing Act (FHA) requirements as applicable. Depending on the funding sources and other partners' requirements, the project may also be subject to Uniform Federal Accessibility Standards (UFAS) requirements. Projects receiving HOME funding must meet the property standards of 24 CFR 92.251. Projects receiving National Housing Trust Funds must meet the property standards of 24 CFR 93.301 (f)(1) and (2). The development team is responsible to know, and meet, all accessibility requirements for their project. The jurisdiction will not be reviewing submissions with the intent to identify compliance with these various laws, codes, and ordinances governing the design of the projects. Should we find a discrepancy in a design that does not meet a law, code, or ordinance, we will, as a courtesy, inform the designer of our findings. Our review does not constitute nor represent the project's compliance with all applicable laws, codes, or ordinances, and development team members may not rely on the City for final determination. In light of the complexity of adherence to all various code requirements, some developers may find it beneficial to hire [third-party consultants](#) to provide additional review.

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); project owner's name, address and phone number; name, title, address, phone number of design professional	
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	
Detailed description of scope of work	
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, considering items such as excavation and filling, compaction, embedded anchors, structural masonry, welding, high strength bolts	
Deferred submittal items are required to be listed on the title or cover sheet of the plans and must include a schedule, and the anticipated date for submittal of each deferred item 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 upon valuation and the fee schedule in effect of time of actual submittals. • Two sets of documents and one PDF are required to be submitted to The City of South Lake Tahoe Building Division in a timely manner, but not less than 30 business days prior to installation. This will avoid delays in construction due to review and issuance. 	
2. Plot/Site Plan	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: provide 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 any 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 the area where improvements are occurring	
All parking spaces identified and detailed; EV, accessible parking spaces with percentage of slope from 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.	
Fencing, existing or proposed, with description of material and height (notify Planning Division of new installations), all fencing and gates shown, indicating required exit gates, panic hardware, and widths (including outdoor dining areas, play areas, pools, 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	
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") 	

<ul style="list-style-type: none"> Trash enclosures with employee work space with disabled access Snow storage areas 	
3. TRPA Requirements	Sheet #
Proposed and existing land coverage calculations by Land Capability District (with breakdown for type of coverage, i.e. buildings, paving, decks, walks, sheds etc.). If more than one land capability, amount of coverage in each zone	
BMP's (Best Management Practices) temporary and permanent, including BMP calculations for sizing; label; location and details of each type of BMP.	
Elevation of the highest roof ridge, and lowest elevation of foundation wall/pier at natural grade, with the allowable height from TRPA's table 37.3.1-1; show roof pitch and slope of building site	
Baily's score and allowable coverage. Include verification letter and site plan if applicable	
Location and dimensions of proposed structures, including overhang coverage reductions at 3:1	
Driveway drainage: <ul style="list-style-type: none"> Detail depth of drywell and dimension location of sediment trap from edge of driveway. Note: driveway with a slope of 5% or greater requires a slotted drain Identify driveway slope in percentage. Include driveway profile which will show connection of pavement at street and the flowline at City Right of Way, swale, or slotted drain for BMP 	
Tree locations, species, and size of all trees 6 inches or greater; mark those to be removed or trimmed, and all rock outcroppings. Indicate on plans all trees and other natural items proposed to be removed	
Defensible Space Plan identifying trees to be removed/trimmed/remain, include details for methods of compliance: tree trimming, tree spacing, and undergrowth allowance	
Allowable land coverage calculations by Land Capability Districts including transferred coverage, if applicable (indicate total lot size in square feet)	
Location of stream environment zone (SEZ), with required setback(s)	
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 	
4. Floor Plan (Demolition Plan, Existing Floor Plan, and Proposed Floor Plans)	Sheet #
Show size of all windows with type of opening, swing of doors, and window schedules.	
Show locations of all interior and exterior stairways and door landings	
Clear work space at all electrical service panels and gas meter snow shed enclosures	
Label each room use	
Show locations of common area restrooms, managers' offices, dining tables, directional signs, etc. with disable access requirements	
Identify any rated corridor systems, stairwells, floor ceiling assemblies, etc.	
Occupancy separations and STC IIC expectations, details with GA / UL references or equivalent.	
Attic, deck, soffits and underfloor ventilation of crawl space with WUI (Wildland-Urban Interface) with ember and fire safe vents	
Detailed interior elevations and sections, including dimensions, ceiling types, and support and bracing details	
Location, type, and sizes of all portable fire extinguishers	
Crawl space and attic access openings, locations, and framing details	
5. 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) Finished floor elevations with respect to contour elevations on the site plan Roof pitch of each roof plane (i.e. 5:12, etc.) If more than one roof pitch is proposed, provide a roof plan) Proposed excavation depth (including excavation needed to construct foundation) Note: For excavations greater than 5 feet, a soils/hydrologic report is required 	
Allowable TRPA and proposed height calculations. See Table 37.4.1 in the TRPA Code of Ordinance or area plans	
Means of Storm Drainage Compliance: <ul style="list-style-type: none"> Proposed final grade in relation to crown of street or other elevated surfaces Minimum fall 6" within 10' of foundation Water can be directed to swales or drains Surfaces within 10' of the foundation need to slope away 	
Wildland Urban Interface (WUI) Codes and features (New Homes Only)	
Fire Separation Distance 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	
Show roofing types and snow shed impact areas with protection of entries/exits, parking, and driveways	
6. Mechanical and Plumbing Plan	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	
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, and boilers, with size and location of all combustion air openings	
Gas schematic showing length of each pipe, dimension of each pipe, and 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	
7. Electrical Plan	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.	
Exterior and interior stairway illumination and exterior Egress Path Lighting, area of refuge illumination, 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	
8. Structural Plan	Sheet #
Coordinate all special inspections listed on architectural sheets and structural sheets into Special Inspection Program on cover sheet of Structural Plans	
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 Specify requirements for structural materials used for the project, including both generic materials and proprietary elements 	

<ul style="list-style-type: none"> • 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, 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	
Moisture protection: drainage by perforated pipe or other approved drain system applied to the exterior of the foundation, waterproofing in areas with a high-water table or other known severe soil-water conditions, flexible sealants, or other impervious material	
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	
Framing Plans: <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 (i.e. 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. If this is not done, it will require resubmittal of the plans and documents. Keying of all details at pertinent locations on plans • Details for connections to effectively demonstrate structural and code compliance 	
9. Building Envelope / Energy Code Compliance/ CALGreen	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	
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	
Photovoltaic Plans; or provide document justifying exception(s) to the prescriptive PV requirements and note on cover sheet	
Capability for electric vehicle charging accessible areas that serve the entire building and are identified for the depositing, storage and collection of nonhazardous materials for recycling, including (at a minimum) paper, corrugated cardboard, glass, plastics, organic waste, and metals.	

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:** _____