



COMMERCIAL/ TENANT IMPROVEMENT APPROVAL CHECKLIST

PRIOR TO PERMIT ISSUANCE:

When non-residential project plans are submitted to the Town Community Development Department counter, the submitted plan documentation are routed to the Town Building Division (530) 582-7821, Town Planning Division and the Town Engineering Division for their review and to obtain comments regarding the proposed project. Written approval by each of these divisions may be required prior to issue of the building permit.

In addition, prior to the issuance of the building permit, approval by each of the following agencies may be required. The Town of Truckee Building Division will inform you which agencies are required, prior to permit issuance. **The applicant is responsible to contact these agencies to obtain a list of their conditions for submittal and to obtain the required approval.**

Nevada County Environmental Health Department

950 Maidu Avenue, Nevada City, CA 95959
(530) 265-1222

Truckee Fire Protection District

10049 Donner Pass Road, Truckee, CA
(530) 582-7850

Truckee Donner Public Utility District

11570 Donner Pass Road, Truckee, CA

Water Department: (530) 582-3956

Electric Department: (530) 582-3956

Truckee Sanitary District

12304 Joerger Drive, Truckee, CA

(530) 587-3804

Please note that any division or alternate agency's "Approval to Issue" will also require their "Approval to Final". Therefore, prior to requesting an inspection for temporary occupancy or for final of permit from the Building Division, the applicant shall request those agency's final inspection through the Town of Truckee online scheduling system located on the Town of Truckee's website under the Building Division's homepage under "Online Permits/Inspections" (<https://www.townoftruckee.com/government/community-development/building-and-safety/online-permits-inspections>).

The following inspection codes shall be used (as applicable to project):

Planning (#907), Engineering (#908), Truckee Fire Protection District (#901), Truckee Sanitary District (#902), Truckee Donner Public Utility District (Electric #903 & Water #904), Nevada County Environmental Health (#905)

The Town Building Division will not be able to approve temporary occupancy or final approval of project until approvals from all agencies and other Town divisions are received.