



TOWN OF TRUCKEE
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING AND SAFETY DIVISION

Non-Residential / Tenant Improvement (T.I.) Submittal Checklist

This checklist delineates the specific requirements of construction documents and should be used by the designer(s) when developing the required submittal documentation listed on pages 1 & 2. Plans shall be drawn to scale and shall be of sufficient clarity to demonstrate the nature and extent of the proposed work. The Plans will be in conformance with codes, laws, ordinances, rules, and regulations of the 2025 California Building Code "CBC" Section 107.2.1.

Utilize the checklists below to ensure that the submission of plans and documentation are complete. This will ensure a more effective plan review and building inspection process. **If the required items listed have not been submitted, the application will be considered incomplete and will be rejected.**

Ensure the following are completed on this form:

- Each item shall be checked or initialed by the applicant verifying completion.
- Signature page (page 2) shall be signed to verify that you have submitted all items listed below.

Checklist:

Plan Set Submittal Requirements:

*Submit **one (1) sets of plans** to the Community Development Department.
Each set shall include the following pages for each division.*

Applicant shall check or initial the following to indicate documentation as required is provided:

☐	Building Division – requires one (1) complete set of plans and plan documentation (see the following).
☐	Planning Division / Assessors set – requires one (1) set of drawings which include: site plan with survey and topographic map, floor plans, all four exterior elevations. (These plans are not required to be signed by the architect or engineer who prepared them).
☐	Engineering Division – One (1) set of drawings to include: site plan, erosion prevention plan and floor plan. (These plans are not required to be signed by the architect or engineer who prepared them).

Electronic Submittal Requirements:

- Email cdd@townoftruckee.gov your submittal package.
- We do not limit the way in which you can deliver your submittal documentation (i.e. – Attach PDF's to the email (each file MUST be less than 20MB), send us a Dropbox link, or you can provide a google drive link as well).
- Each individual document needs to be a separate file titled appropriately.
- Note: Only one (1) Building Division set of plans and supporting documentation needs to be submitted.

Complete building plan set and supporting documents as required by the Building Division shall include:

(See pages 3 through 9 of this document to further define the requirements of plan documents requested)

Required for new Bldg?	Required for T.I.?	
☐ YES	YES	One completed Commercial Permit Request Form
☐ YES	If applicable	One set of engineering calculations, stamped and signed by architect/engineer who prepared them.
☐ YES	NO	One set of soil report and drainage calculations
☐ YES	NO	One copy of complete geotechnical report or if requesting waiver as allowed by Town Soils Report Policy (available on Town website), appropriate supporting documentation as allowed by exemption 1 or 2 of policy shall be included with design documentation.

☐	YES	YES	One copy of energy documents and heat loss calculations in compliance with current energy standards. (T.I. - as applicable to proposed revisions to components)
☐	YES	NO	One copy of completed Chapter 7A (Wildland Urban Interface) conformance worksheet (available on Town website).
☐	YES	NO	One copy of completed CGBC Non-Residential Mandatory Measures Submittal Checklist (If new building)
☐		YES	One copy of completed CGBC Non-Residential Mandatory Measures Submittal Checklist (<i>Effective 07/01/12</i> - If T.I. $\geq$ 2000 SF, comply with Division 5.7)
☐	YES	If applicable	Fire Sprinkler and Fire Alarm design and plans (deferral allowed; separate permit required)

IN ADDITION TO PLAN SUBMITTAL REQUIREMENTS AS LISTED ON SHEETS 3-9 OF THIS DOCUMENT, THE FOLLOWING ITEMS SHALL BE INCLUDED AS PART OF PLANS FOR NEW COMMERCIAL BUILDING AND TENANT IMPROVEMENT PLANS. PLEASE INITIAL OR CHECK BOXES TO VERIFY INCLUSION IN PROJECT PLANS AND DOCUMENTATION.

☐	Completed "Code Analysis" per current code	☐	Description of proposed work
☐	Square footage of space	☐	Distance of walls to property lines
☐	Valuation of proposed work, including labor and material. Include documentation to support valuation.	☐	Lighting, mechanical, envelope calculations and compliance forms.
☐	Proposed (and previous) use of space	☐	Use of the adjacent tenant space(s)
☐	Number of employees	☐	Proposed and existing type of construction
☐	Exiting analysis; Required number of exits	☐	Openings in exterior and interior walls
☐	Section construction details of tested fire- and/or STC-rated wall and floor/ceiling assemblies, including required nail size and spacing – continuous from foundation through to roof ply or as required.	☐	New sign installation, including engineering for required attachment and electrical plan (as applicable) – or indicate sign submittal proposed under separate permit.
☐	Existing/proposed fire rated corridors, including their fire resistive rating	☐	All items as requested in any preliminary review by Town departments/other agencies
☐	Proposed penetrations of rated assemblies, including product/material specifications; damper requirements	☐	Complete results of structural calculations on appropriate pages of plans where they pertain
☐	Location and swing of doors; dimensions provided at and around doors	☐	Complete detailing of compliance with State (Title 24) accessibility requirements for proposed scope of work.
☐	Section shear transfer details demonstrating completion of lateral load from roof through to foundation (or as/where generated and resolved)	☐	Designation of how/where 20% of the value of project (for tenant improvements) will be spent to upgrade existing non-conforming accessibility

By reading and completing the check boxes on pages 1 and 2 of this submittal checklist form, and signing below, the applicant acknowledges the specific requirements of all plan documentation as listed on the following pages. If the documentation submitted does not meet the criteria, it may be deemed incomplete and be returned as such prior to completion of plan check. There is the possibility that an incomplete set of plans may not be discovered until it has been in the plan check line for a substantial amount of time. Re-submittal of any rejected drawings will be treated as a new application and be put at the end of the plan check line.

I certify that I have read, understand and have submitted plans and information complying with the requirements contained in this checklist including pages 3-9, and have verified the required general engineering and code documentation from the Town of Truckee's building plan correction list is addressed on the plans. I further understand that the Building Division only spot-checks my plans and building when performing their plan review and inspections. It is my responsibility to comply with these requirements, knowing that the Building Division will not compromise safety or code compliance for any reason.

Applicant Signature: _____

Date: _____

Applicant Printed Name: _____

APN: - - _____

The following guideline information shall be used by the designer(s) to define the requirements of the checklist that shall be included on the sheets of plans as listed:

Cover sheet	
	○ Applicable codes, ordinance, and state laws referenced. (2025 CBC, CMC, CPC, CEC, CGBC, Title 15 of Town Municipal Code, Current California Energy Standards) Complete description of scope of work. ○ Occupancy classification/group(s). ○ Type of construction. ○ Fire rating of construction. ○ Statistical inventory of square footages (living, storage, garage, decks, porches, etc.). ○ Sheet index of drawing information. ○ Property owner's name(s), address, phone number(s). ○ Project name, location, address, assessor's parcel number, subdivision- lot & unit number. ○ Indicate fire sprinkler requirements for newly constructed commercial buildings and/or for additions to already sprinklered buildings. (Deferred and separate submittal allowed. Separate permit shall be submitted, approved and issued prior to requesting rough plumbing inspection on building permit. Please note on plans.)
Boundary and Topographic Survey Map(s)	
	○ Boundary survey documentation completed, stamped and signed by a licensed professional to perform such services. All property boundary corners are to be identified as either "found" or "set". ○ Topographic survey documentation completed, stamped and signed by a professional licensed to perform such services. Contours shall be shown in two-foot intervals. Relatively flat parcels may be noted as such. ○ Title block, notes and legends of all documentation shall clearly delineate scope of work performed by licensed professional. ○ Or if work is minor in nature, a written request for a waiver to boundary and topographic survey documentation may be requested. The written request shall provide adequate justification for why the building official should waive the survey requirements.
Site Plan (recommended scale, 1"=10'-0" or 1/8"=1'-0")	
	Site plans are required for all new construction, additions, conversions, deck additions and/or deck replacement in order to verify compliance with required codes and setbacks and shall include: ○ Distance, dimensions, and bearings of property lines which bound the site. ○ For properties along Donner Lake, the location of the historic high-water mark of Donner Lake (elevation 5,935.8 feet ASL) within the property and within 100 feet of the parcel boundary. ○ Location and elevation of 100-year floodplains for Donner Lake, rivers, or streams, within the property and within 100 feet of the parcel boundary. ○ Dimensions from property line to setbacks and 100-year floodplains. ○ North arrow. Scale of site plan. ○ Vicinity map with north arrow showing project location (alternate location on cover sheet). ○ Design requirements for driveway encroachments, including but not necessarily limited to: slope of drive, width, radius at street. (See driveway encroachment standards available on Town website). ○ Location, width, and purpose of all easements (access, utility, drainage, and recreational) within the property. (If using an access easement, a copy of the easement deed or subdivision report will be necessary to show that the property owner has legal use of the easement). ○ Location and names of streets bordering the site including nearby intersections with full dimensions. The location, width and grade of proposed and existing driveways within the property must be shown on the plans. ○ Natural and finished grade elevations in relation to topography of lot and contours called out at 2-foot intervals. Flat parcels may be noted as such. ○ Location and height of cuts and fills. Indicate location of top and toe of slopes. ○ Estimate in cubic yards of cut and fill materials. ○ Direction and method of storm water runoff from buildings and impervious surfaces to on-site drainage facilities.

	○ Location and identification of all existing and proposed above ground or underground utilities on site are to be shown. ● Power ● Electrical meter (approved by utility company) ● Water ● Sewer/Septic ▪ Verify correct sewer connection point (maps are available from the Truckee Sanitary District (TSD)). ▪ Exterior sewer includes note that “All sewerage work to meet or exceed Truckee Sanitary District Code requirements”. ● Gas line (propane tank if applicable) ● Gas meter and regulator (auto impact protection if required) ○ For propane gas installations, specify if above ground or below ground tank; show the size and location of the propane tank, the location of the gas regulator, a stake depicting the centerline of the tank. ○ For propane gas tank installations, propane supplier approval and Fire Marshall approval shall be stamped or signed on two site plan drawings. ○ Gas meter and regulator location to have an engineered cover designed for 2 times the snow load. A typical overhang is not adequate. ○ When public sewer is not available, the location of septic tank and leach lines including replacement area within the project site shall be shown. Nevada County Environmental Health Department approval is required prior to permit issuance. Location, dimension, and type/use of existing buildings adjacent to and within 25 feet of the project site, including on adjacent parcels if within 25'. Show both eave and foundation lines. ○ Location and height(s) of retaining walls. ○ Location and height(s) of all walls and fences with construction details and materials. ○ A statistical inventory including square footage of site, square footage of building(s), decks, garages, storage areas, square footage of site covered by parking spaces, driveways, walkways, and other impervious surfaces, percentage of site covered by buildings and impervious surfaces.
Grading plan is required for project when: ○ Cut / fill exceeds 20 cubic yards or disturbing over 500 square feet of area. ○ Sites have slope steeper than two horizontal units to one vertical unit. (50%)	
In addition to the above site plan requirements the items listed below are to be provided:	
	○ Geotechnical report ○ Existing and proposed contours of parcel. ○ Building pad elevations and ground slope drainage scheme with topographic contours drawn at two foot intervals. ○ Soils engineering report is required when structure is placed on fill or on a slope steeper than three horizontal units to one vertical unit. ○ Location and height of cuts and fills. Show top and toe of all slopes. Provide dimensions from top and/or toe of cuts/fills to adjacent property lines. ○ Estimate in cubic yards of cut and fill to be indicated on grading plan. ○ Location and height(s) of retaining walls and drainage system. ○ Drainage system, along with pertinent installation detail(s). ○ Engineered design for retaining walls (Cast in place, masonry, rockery (rip-rap) walls greater than 1 horizontal unit to 1 vertical unit).

Storm water prevention plan	
	○ Contact Town Engineering Division to obtain requirements for this plan.
Floor Plans (Scale 1/4" = 1'- 0")	
	○ Show orientation to true north on plans. ○ Dimensions of all walls, partitions, supports, railings or half walls. ○ Separate floor plans for each story including lofts, basement, and storage. ○ Indicate on plan the use of each area or room. ○ Square footage of residence, living area, garage, storage, decks, porches, patios, etc. ○ Show all doors and windows. Indicate types, sizes and opening action. ○ Location of all partitions, half walls, railings etc. ○ Location and size of all permanently installed construction and equipment such as kitchen cabinets, appliances, built in cabinets, closets, storage, plumbing fixtures, water heater, heating system, etc. ○ Indicate locations and identify all fabricated or manufactured wood fireplaces and stoves. Provide listings and model numbers of appliances and ICC-ES (ICBO) reports. EPA Phase II certification required for solid fuel burning stoves. ○ Specify on plans which glazing products are required to be tempered, the U-value of the glass, and the window egress sizes and opening action of all windows. ○ If natural gas is the proposed source of fuel, a gas schematic signed by a licensed plumber with license number on schematic will be required. The schematic must indicate the length of each pipe, the BTU rating of each appliance and the required size of each pipe per UPC along with an engineered meter cover designed for 2 times the snow load. The gas schematic for new residence and duplex construction can be deferred to the framing inspection. All other construction will require the gas schematic before the plans will be accepted for plan check or before a permit is issued if it is an over the counter permit. ○ Show (key) the location and direction of cross sections on floor plans.
Electrical Plans (Scale 1/4" = 1'- 0")	
	○ Location of all appliances and electrical equipment on plans (electrical may be on separate plan or part of floor plans). ○ Location of all electrical equipment, including meter/main panel, sub-panels, switches, outlets, fixtures, exterior outlets/fixtures, smoke detectors, etc. ○ Plans shall represent proper spacing of outlets on plan, not just a general note pertaining to the required spacing. ○ Proper location and spacing of electrical outlets in kitchen and bathrooms. ○ Electrical plans shall show all required permanently installed fixtures to be either high efficacy or be controlled by an occupant / dimmer sensor, per current energy standards. Locations shall be shown on electrical plan(s). ○ Note the requirements for circuit sizing, separate circuits, appliance circuits, arc faults, etc.
Exterior Elevations (Scale 1/4" = 1'- 0")	
	○ Separate elevations of front, rear, and both sides, including hidden walls blocked by other portions of building, showing all materials, finishes, siding, exposed foundation walls, rock work, trim, roofing materials, etc. ○ Show locations of all chimneys for fireplaces and wood burning appliances. Show required clearances and heights of chimneys and chases. Chimney and vent heights are to comply with Title 15 of the Town Municipal Code. ○ Show locations of all gas appliance vents for direct vent appliance on elevations. Vents to be above the anticipated snow depth and comply with clearances to openings. Vent heights are to comply with Title 15 of the Town Municipal Code (all portions of the vent height shall be located above the minimum height as determined by the following: Ground snow load divided by 25). ○ Topographical site plan elevations are to be accurately reflected on elevations for all floors. Floor heights are to correspond with site plan benchmark or contour elevations.
Foundation Plans (Scale 1/4" = 1'- 0" minimum)	
	○ Provide completely dimensioned foundation plan. ○ Show all walls, retaining walls, grade beams, footing outlines, and pier locations.

	○ Define approximate locations where variation(s) in retaining wall heights occur. ○ Crawl space access doors size and locations. ○ Slab thickness, reinforcing, and steel, vapor barrier requirements, slab edge insulation requirements ○ Mud sill types, sizes, anchor bolt sizes, lengths, spacing, and square washers. ○ Hold down types, anchor sizes, and locations. Provide hold down and anchor bolt spacing schedules on foundation plan. ○ Foundation pier schedule showing footing size, thickness, and reinforcing. ○ Details for hold down anchors showing anchor size, embedment, attachments, clearances, etc. for custom anchors. ○ Cross-sectional details of footings, stem walls, piers, and retaining walls showing placement of and requirement for steel. Include size, thickness, depth below grade, slope for drainage, etc. ○ Girders, posts, pier connection requirements. ○ Incorporate soils engineer requirements into foundation plan specifications. ○ Include note to provide report of satisfactory fill placement if foundation is to be placed on fill.
Framing Plans (Scale 1/4" = 1' - 0" minimum)	
	○ 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. <u>All details described in the structural calculations must be shown on the plans.</u> If this is not done, it will require re-submittal of the plans and documents. ○ Keying of all details at pertinent locations on plan. ○ Verify architectural and structural details correlate. ○ Details for connections to effectively demonstrate structural and code compliance.
Building Cross Section(s) (Recommended scale 3/8" = 1' - 0")	
	○ Cross sections are required to demonstrate method(s) of construction. More than one may be required to demonstrate various methods of construction. ○ Sections through exterior walls showing all details of construction from footing to highest point of the roof. Sections should have framing sizes, connections, and nailing shown. ○ Or key details for connections on cross sections. ○ Indicate members, materials, finishes, weather proofing, etc. ○ Show dimensions for floor and wall heights. ○ Indicate roof pitches. ○ Identify insulation types and values (verify conformance and agreement with energy documents). ○ Indicate methods of ventilation for roofs/attics and crawl space.
Chapter 7A - Wildland Urban Interface (WUI) Compliance Data	
	○ Applicable to: all new buildings, including accessory building <120 s.f. if <30' from applicable building; accessory Group U if <50' from applicable bldg; agricultural Group U if <50' from applicable bldg; additions and remodels to buildings originally built under WUI Standards (applications for permits submitted on or after July 1, 2008) ○ Complete "Town of Truckee, Chapter 7A worksheet" and permanently incorporate into the drawings. ○ Plan documentation shall demonstrate how compliance will be achieved for each of the categories listed. ○ Specify building materials to be used, including company name, and complete product description and installation requirements for each component. ○ Provide detail(s) and reference(s) to demonstrate systems and methods of construction of the assemblies. Test and/or listing data of products to demonstrate compliance with the test standard(s).

California Green Building Code	
	Complete Town of Truckee Residential Mandatory Measures Submittal Checklist (see Town website) and provide documentation as referenced by the document. Incorporate appropriate specifications and requirements on plans as delineated throughout document.
Construction Details (Scale 3/8" = 1'- 0" minimum. Recommended 3/4" = 1'- 0")	
	○ <u>All call outs and details provided in calculations must be on plans.</u> All details provided in calculations are to be provided on plans and "keyed" to pertinent locations. If a general detail page is provided, key all pertinent details to appropriate location(s) on plans and remove all details which do not pertain to the proposed structure. ○ Sections through all stairs, landings, and stairwells, including headroom clearances, rise, run, handrails, landings and picket spacing. ○ Structural cross-section details and engineering for gable and overhang framing. ○ California/fill framing details and engineering. ○ Structural details and engineering for wood framed snow splitters and chase design.
Lateral force resisting system plans (provided on separate sheet(s) or may be incorporated into other plan pages as long as all requirements are communicated clearly.)	
	○ Within design calculations, provide a summary diagram of diaphragm locations and sizes. Verify eaves, decks and roof extensions have been considered in lateral design. ○ Provide alpha and numeric grid lines. Or other method to correlate lateral design calculation results and drawings. ○ Provide shear wall schedule. ○ Verify schedule provided in calculations and plans agree. ○ Verify all required connections of lateral system are defined by some method on plans (per schedule, within details, specific notes, etc.). ○ Define shear wall segment lengths and required nailing of shear wall segments. ○ Details of lateral/shear connections through to foundation or alternate resisting element ○ Provide detail(s) and keyed reference(s) for typical exterior shear wall construction. ○ Provide specific detail(s) and keyed reference(s) for all interior shear wall construction. ○ Verify shear transfer detailing and framing conditions as shown agree. ○ Define diaphragm nailing requirements for floor and roof diaphragms, including any required drag nailing, blocked diaphragms, etc. ○ Define any required drag members and nailing and detail non-typical installations.
	○ Structural Testing and Special Inspection Requirements: When the proposed design contains elements which require special inspection per CBC Chapter 17, the registered design professional in responsible charge shall provide a "Statement of Special Inspections", incorporated into the plans, in compliance with Chapter 17 requirements which shall include the following:
	○ The materials, systems, components and work required to have special inspection or testing by the building official or by the registered design professional responsible for each portion of the work. ○ The type and extent of each special inspection and/or test. ○ Structural specifications and detailing which are subject to special inspection(s) shall clearly designate requirement for inspection. ○ Scheduling provisions to accommodate the complete and thorough special inspection process for all work requiring special inspection. ○ All appropriate individuals shall follow the Town's special inspection policy. (Available at the Town of Truckee website, or at the CDD front counter). ○ Special inspectors shall keep records of inspections and shall furnish inspection reports to the building official and to the registered design professional in responsible charge. (All reporting requirements shall be in compliance with CBC Chapter 17. ○ Requirements for special inspection or testing of seismic or wind resistance system as specified in CBC Chapter 17 of the 2025 CBC. ○ Design Professional in Responsible Charge shall clearly define scheduling requirements of lateral resisting system inspections. ○ Contractor shall provide a "Letter of Acknowledgement" regarding special inspection of the seismic resisting system in compliance with CBC 1709.

	○ Plans shall clearly state any requirements for structural observations as may be required by CBC 1710.
California Title 24 Energy Standard Required documents	
	○ One copy of the Title 24 Energy compliance documents, completed per currently Approved Residential Building Energy Standards Programs accepted by the state of California Energy Commission (see www.energystandards.com for most current versions), or per Prescriptive package requirements. ○ Statement of design compliance signed by designer and applicant or agent (signed CF-1R forms). ○ Mandatory measure check list (MF-1R form) (check boxes to be reviewed and checked by designer). ○ Provide copies of the completed and signed NRCC. ○ Indicate (on the plans) the size, type and efficiency of HVAC system modeled per the energy compliance package. ○ Indicate (on the plans) the size, type and efficiency of H²O (water) heater as required by the energy compliance documentation. ○ Indicate (on the plans) the size, type and efficiency of boiler (storage tank if applicable) if radiant heating system modeled per the energy compliance documentation.
All documents submitted for re-check process shall also be in conformance with these requirements. All documentation provided for all Town Divisions shall agree.	