



TOWN OF TRUCKEE
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING AND SAFETY DIVISION

Residential Permit Request Form

Single Family and/or Multifamily Residence, Secondary Units, Additions, Demolition, Remodel, Reroof, Reside,
Fire Sprinkler, Plumbing, Electrical and Mechanical

SITE INFORMATION:

Site Address: _____ Parcel Number: _____
Subdivision: _____ Unit No.: _____ Lot No.: _____

APPLICANT:

☐ Owner ☐ Contractor ☐ Agent

Print Name: _____
Phone No.: _____ Fax No.: _____ Email Address: _____

OWNER:

Owner (s) Name (as on deed): _____ Phone No.: _____
Mailing Address: _____ Fax No.: _____
City/State/Zip: _____ Email Address: _____

CONTRACTOR:

Contractor's Name (as on license): _____ Phone No.: _____
Contractor's License Number: _____ Expiration Date: _____
Mailing Address: _____ Fax No.: _____
City/State/Zip: _____ Email Address: _____

DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE:

(Check one) ☐ Architect ☐ Engineer

Architect's Name (as on license): _____ Phone No.: _____
Architect's License Number: _____ Expiration Date: _____
Engineer's Name (as on License): _____ Phone No.: _____
Engineer's License No.: _____ Expiration Date: _____

CONTACT PERSON FOR THE PROJECT: _____ Phone No.: _____
Mailing Address: _____ Email Address: _____

When form is complete, SAVE the completed form on your computer, and then attach to email, OR choose "attach to email" in Acrobat.

Send email to: cdd@townoftruckee.gov

New Residence

- ☐ Living Area _____ SF
- ☐ Garage: Attached _____ SF | Detached _____ SF
- ☐ Deck _____ SF
- ☐ Entry Porch _____ SF
- ☐ Patio: Covered _____ SF | Uncovered _____ SF
- ☐ Carport _____ SF
- ☐ Storage _____ SF
- ☐ Other (explain) _____ SF
- Number of: Bedrooms _____ Bathrooms _____

Second Unit or Duplex Yes ☐ No ☐

Residential Addition

- ☐ Number of existing bedrooms _____ SF
- ☐ Number of bedroom(s) being added _____ SF
- ☐ Living Area _____ SF
- ☐ Garage: Attached _____ SF | Detached _____ SF
- ☐ Deck _____ SF
- ☐ Covered Porch/Patio _____ SF
- ☐ Carport _____ SF
- ☐ Storage _____ SF
- ☐ Other (explain) _____ SF

Second Unit or Duplex Yes ☐ No ☐

Asbestos and Lead Paint Removal:

- Is asbestos presumed to be present? ☐ Yes ☐ No
- Is asbestos NESHAP notification required? ☐ Yes ¹ ☐ No ²
- Is lead based paint presumed to be present? ☐ Yes ³ ☐ No
- Performing renovation, repair, and/or painting on a residential home, childcare facility, or preschool that was built prior to 1978?
☐ Yes ⁴ ☐ No

¹ If yes, a copy of the notification that has been submitted to NESHAP shall be required. Visit <https://ww2.arb.ca.gov/our-work/programs/asbestos-neshap-program> for more information.

² If no, a copy of the disposal receipts shall be required prior to final occupancy.

³ If yes, contact NCDEH at (530) 265-1222 for review and written approval for the proposed project.

⁴ Submit a copy of EPA certified renovator certification (does not apply to homeowners working on their own property). For more information visit: www.epa.gov/lead/lead-renovation-repair-and-painting-program

Tree Removal State Regulations:

Does your project involve removal of trees? Yes ☐ No ☐ | If YES, please contact CALFIRE at www.fire.ca.gov/Forest-Practice or (530) 265-4589

Truckee Fire Protection Defensible Space Inspection: Defensible Space Inspection should be scheduled between April 30th – November 30th. ☐ I understand and will comply. Please call 530-582-7850 for any further questions.

****NOTICE TO APPLICANT:** Your building permit may be subject to an inspection for determination of all non-Town approved solid fuel devices if: (1) the building permit is for an addition, interior remodel, alterations, or mechanical equipment with a project valuation of \$5,000 or greater; (2) your home was constructed prior to 1994; (3) a certificate of compliance, verifying that there are no non-Town approved devices, has not been issued to your property. ☐ I understand and will comply | ☐ N/A – No existing solid fuel burning appliances | ☐ N/A – Built after 1994

Type of Construction: ☐ Typical Wood Framed Bearing Wall System ☐ Other

Valuation: (cost of labor and materials)

The property is served by: ☐ Sewer System ☐ Septic System (EH approval may be required)

\$ _____

Detailed Scope of Work:

I certify that I have read and understand all the requirements and I have provided all required information.

Applicant's Signature: _____ Date Submitted: _____

Remodel Work**Electrical:**

- ☐ Panel Changeout (Main or Sub-Panel)
- ☐ Upgrade of Panel(s)
- ☐ Outlets or Fixtures

Mechanical:

- ☐ Heating FAU
- ☐ Hydronic/Boiler
- ☐ Fireplace/Woodstove/Pellet Stove
- ☐ Gas ☐ Wood

Plumbing:

- ☐ Water Heater
- ☐ Fixture replacement
- ☐ Rough Plumbing
- ☐ Ground Plumbing
- ☐ Gas Lines; adding or modifying

Miscellaneous:

- ☐ Reroof (*Number of Squares*) _____
- ☐ Re-side (*Complete scope of work below*)
- ☐ Interior/Exterior Remodel (*Complete scope of work below*)
- ☐ Demolition (*Complete scope of work below*)
- ☐ Fire Sprinkler - Indicate square footage of:
Residence _____ SF | Garage _____ SF
Storage (if head installed) _____ SF
- ☐ Window/Door Changeout (*Indicate quantity below*)
- ☐ Other (*Complete scope of work below*)

Engineering / Stormwater

- Area of Disturbance _____ SF
 - What is the nearest water body?
☐ Truckee River ☐ Donner Lake ☐ Donner Creek ☐ Trout Creek ☐ Prosser
☐ Alder Creek ☐ Martis Creek ☐ Cold Stream ☐ Other _____
 - Approx. distance from water body:
☐ <250' ☐ 250'-500' ☐ 500'-1/4mi ☐ >1/4mi
 - Construction start date: _____
- If the answer to any question below is 'Yes', water quality threat is high
1. Do property slopes exceed 10%? Yes ☐ No ☐
 2. Is site disturbance greater than 1 acre? Yes ☐ No ☐
 3. Is project within 250 feet of a water body? Yes ☐ No ☐
 4. Are you starting construction during the rainy season?
(October 15th - May 1st) Yes ☐ No ☐

***NOTE:** If yes to #4, inspection 101 (site compliance) must be scheduled and inspected **prior** to any land disturbance.

☐ I understand and will comply ☐ N/A