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 (530-582-7820), Town Planning Division (530-582-2937) and the Town Engineering Division (530-582-2911) for their review and to obtain comments regarding the proposed project. Written approval by each of these divisions will be required prior to issue of the building permit.

In addition, prior to the issuance of the building permit, written approval by each of the following agencies must be received. The applicant is responsible to contact these agencies to obtain a list of their conditions for submittal and to obtain the required written approval.

Nevada County Environmental Health Department
10183 Truckee Airport Road (second floor) Truckee, CA 96161
(530) 582-7884

Truckee Donner Public Utility District
11570 Donner Pass Road, Truckee, CA
Water Department (530) 582-3956
Electric Department (530) 582-3956

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

Truckee Sanitary District
12304 Joerger Drive, Truckee, CA
(530) 587-3804

PRIOR TO REQUESTING AN INSPECTION FOR TEMPORARY OCCUPANCY OR FOR FINAL OF PERMIT:

The applicant shall contact the Town Planning Division (530-582-2937) and the Town Engineering Division (530-582-2911) to obtain their approval for finalization of the project.

The applicant shall contact the additional agencies (listed above) to obtain their written approval for finalization of the project.

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.