



**TOWN OF TRUCKEE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
BUILDING AND SAFETY DIVISION

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**Non-residential/Tenant Improvement Permit Request**

**SITE INFORMATION:**

Site Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Unit No: \_\_\_\_\_ Lot No: \_\_\_\_\_

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**APPLICANT:**

Owner

Contractor

Agent

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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**OWNER:**

Owner(s) Name (as on deed): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

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**CONTRACTOR:**

Contractor's Name (as on license): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

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**DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE:** (Check one)  Architect  Engineer

Architect's Name (as on license): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Architect's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Engineer's Name (as on license): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Engineer's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Contact person:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

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**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](mailto:cdd@townoftruckee.gov)**

New Building?  Yes  No

Tenant Improvement?  Yes  No

Business Name: \_\_\_\_\_

Valuation: \_\_\_\_\_

Type of Construction Rating: \_\_\_\_\_

(V-A, V-B, IV, III-A, III-B, II-A, II-B, I-A, I-B)

Occupancy	Square Footage	Occupancy	Square Footage
A-1		B	
A-2		M	
A-3		R-1	
A-4		R-2	
A-5		R-3	
E		R-3	
F-1		S-1	
F-2		S-2	
H-1		I-1	
H-2		I-2	
H-3		I-3	
H-4		I-4	
H-5			

**Tenant Improvement/Remodel Work:**

**Electrical**

- Panel change out (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 Remodel (*Complete scope of work below*)
- Exterior Remodel (*Complete scope of work below*)
- Demolition (*Complete scope of work below*)
- Fire Sprinkler (*Indicate Square Footage Below*)
- Repair (*Complete scope of work below*)
- Retaining wall height and length: \_\_\_\_\_
- Other (*Complete scope of work below*)

**Grading:**

Number of Cubic Yards: \_\_\_\_\_ Maximum height of cut/fill: \_\_\_\_\_

**Engineering/Stormwater**

Area of Disturbance: \_\_\_\_\_ sf

What is the nearest water body:

- Truckee River  Donner Lake  Donner Creek  Trout Creek
- Alder Creek  Martis Creek  Cold Stream  Other \_\_\_\_\_

Approx. distance of site disturbance area from water body:

- <250'  250'-500'  500'-1/4mi  >1/4mi

Approx. distance to Truckee River:

- <250'  250'-500'  500'-1/4mi  >1/4mi

If the answer to any question below is 'Yes', water quality threat is high

1. Do slopes within disturbance area exceed 10%? Yes  No
2. Is site disturbance greater than 1 acre? Yes  No
3. Is the disturbance area within 250 feet of a water body? Yes  No
4. Are you starting construction during the rainy season (October 15-May1)? Yes  No

**\*\*NOTE:** If yes to #4, inspection 802 (DBI conference) must be scheduled and inspected prior to any land disturbance.

- I understand and will comply  N/A

**Asbestos and Lead Paint Removal:**

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

1. If yes, a copy of the notification that has been submitted to NESHAP shall be required. For more information visit: <http://www.arb.ca.gov/enf/asbestos/asbestosform.htm> 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 homeowner working on their own property). For more information visit: <https://www.epa.gov/lead/renovation-repair-and-painting-program>

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

**Detailed Scope of Work and Description of Proposed Work Use (type of business)/Operation Details:**

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

Applicant's Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_