



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

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### Application Submittal Requirements for After-the-Fact Building Permits [After-the-Fact = structure already constructed, typically without permits]

The following items will be required and must accompany any application for an “as-built” or after-the-fact permit:

1. A completed Application for Construction
2. A site plan, drawn to scale, per Town of Truckee guidelines
3. A floor plan, drawn to scale, of the as-built structure or as-built additions to an existing structure.
4. A letter from a licensed architect or engineer, wet stamped and signed, stating that ALL work completed on this structure without benefit of permits and inspections conforms to current codes and structural requirements.

THE LETTER **MUST** SPECIFICALLY IDENTIFY AND CERTIFY THE ONE OR MORE OF THE FOLLOWING ITEMS (As identified by Community Development staff):

- The foundation, including concrete retaining walls 4' in height or higher supporting structures or retaining earth located within 5' of the structure;
  - The entire lateral system of the structure;
  - Floor framing;
  - Wall framing;
  - Roof framing and roof diaphragm; and/or
  - Elevation Drawing.
5. Cross sections of construction, drawn to scale, to verify material types and headroom height.
  6. A letter from a licensed electrical contractor [if applicable] stating that all electrical work completed on this structure conforms to current electrical code and Town of Truckee requirements.
  7. A letter from a licensed plumbing contractor [if applicable] stating that all plumbing work completed on this structure conforms to current plumbing code and Town of Truckee requirements.
  8. An Energy report prepared by a licensed Energy Designer [if applicable] demonstrating that the structure meets current energy efficiency codes as mandated by the State of California or a completed T-24 worksheet [conditioned/heated structure < 1,000 SF]
  9. Wall coverings may be required to be removed for inspection to verify construction.

**Applications for as-built structures are not approved over-the-counter.** Timelines for the completion of plan check varies depending on the volume of applications in process.

Payment of Development Impact Fees, encroachment fees, sewer connection fees, utility (water and electrical), Fire Mitigation fees, Recreation District fees, and School District fees may be required. You will be provided with information regarding payment of these fees prior to the issuance of an as-built permit.

All applicable building permit and review fees shall be charged at current rates and shall be paid prior to any permit being issued. An “After the Fact” permit fee penalty *may* be assessed for the unpermitted work performed and shall be double the original permit fee.

Should you have any questions please feel free to contact the Building Division at 530-582-7821 or via email at [cdd@townoftruckee.com](mailto:cdd@townoftruckee.com)