



RESIDENTIAL BUILDING PERMIT APPLICATION

Mechanical / Electrical / Plumbing

Use this form to apply for a residential building permit.

- If you are unsure about any information requested, please contact a Truckee building permit technician for help before submitting your application.

Want some free application help?

Call 530-582-7281, click or scan the code, or email cdd@townoftruckee.gov to reach a Truckee permit technician.



Accurate, complete applications can get processed faster, so we're here to help.

All fields are required. Check "Same As" boxes to reference previous values. Scan or click the Parcel Number code to look up parcel numbers.

ABOUT THE JOBSITE

ADDRESS

PARCEL NUMBER (APN)



ABOUT THE PERMIT APPLICANT

NAME

EMAIL

PHONE

ABOUT THE CONTRACTOR

NAME

EMAIL

PHONE

LICENSE NUM.

ABOUT THE PROPERTY OWNER

SAME AS: ☐ APPLICANT ☐ CONTRACTOR

NAME

EMAIL

PHONE

ABOUT THE PROJECT CONTACT

SAME AS: ☐ APPLICANT ☐ CONTRACTOR ☐ OWNER

NAME

EMAIL

PHONE

NEXT STEPS

Complete both sides of this form. Save the completed form to your computer and email it to cdd@townoftruckee.gov. Optionally, print the empty form, fill it out by hand and take it to the building counter at Town Hall.

New Residence / Deck / Covered Entry or Patio / Detached Structure

- ☐ 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

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

Valuation: (cost of labor and materials)

\$ _____

Detailed Scope of Work:



SOW EXAMPLES

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 / HVAC ☐ A/C Only
☐ 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
- Do property slopes exceed 10%? Yes ☐ No ☐
 - Is site disturbance greater than 1 acre? Yes ☐ No ☐
 - Is project within 250 feet of a water body? Yes ☐ No ☐
 - 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