



# PLACER COUNTY BUILDING DEPARTMENT

## TAHOE REGIONAL PLANNING AGENCY (TRPA) RESIDENTIAL EXEMPT/QUALIFIED EXEMPT PLAN REVIEW SUBMITTAL REQUIREMENTS

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The following items are required for a complete permit application. ***Incomplete submittals will not be accepted.*** The plans shall be drawn to 1/4", 3/16" or 1/8" scale. The site/plot may be 1" = 10, 20, 30, 40 or 50 foot scale based on lot size. The recommended plan sheet size is 24"x 36". All plan specific notes shall be on the applicable plan.

- *Any project that results in the addition of additional land coverage or relocation of land coverage is a TRPA project; refer to the TRPA projects submittal requirements checklist*

### CHECK THE BOX THAT APPLIES TO YOUR PROJECT

- EXEMPT ACTIVITIES THAT DO NOT REQUIRE A TRPA PERMIT:** There is no increase or relocation of land coverage, demolition of buildings less than 50 years old, interior remodel, ordinary maintenance and non structural repair, replacement of combustion heaters and woodstoves, fences less than 6' in height, grading, excavation, or filling not exceeding 3 cubic yards, landscaping and gardening, mail box receptacles, temp activities, home occupations, seasonal lighting displays, structural remodeling of a commercial or tourist accommodation structure that does not exceed \$40,000-materials only. *Placer County is responsible for building permit items only; all other items will be referred to TRPA.*
- QUALIFIED EXEMPT ACTIVITIES THAT REQUIRE A TRPA PERMIT:** There is no increase or relocation of land coverage, exterior structural modifications, remodels, additions to existing buildings, demolition of buildings greater than 50 years old, replacement of existing roof with metal, replacement of existing mobile home, grading, excavation, filling less than 7 cubic yards, change in operation.
- **PLAN SET REQUIREMENTS:** (2) complete sets of plans, (See the Residential Submittal Requirement checklist) along with (1) partial set for the Assessor's Department which includes the following site and floor plans.
- NORTH TAHOE FIRE PROTECTION DISTRICT:** Plans are required to be stamped for preliminary approval for defensible space and Fire Department access requirements. Plans without the stamp will not be accepted.
- TRPA QUALIFIED EXEMPT EXTERIOR STRUCTURAL REPAIRS THAT COST LESS THAN \$21,000 PER YEAR:** Applicant to complete TRPA Qualified Exempt Activity Declaration Form, TRPA Qualified Exempt Activity Check List, provide itemized structural cost list prepared by qualified professional, site plan and pictures are not required.
- TRPA QUALIFIED EXEMPT ACTIVITY DECLARATION FORM:** *This form is required to be completed for all qualified exempt activities.* The property owner or authorized representative must sign the application and, if applicable, complete and sign the Authorization for Representative. Faxed and Xerox signatures will not be accepted, see TRPA Qualified Exempt Activity Declaration Form.
- TRPA QUALIFIED EXEMPT EXCESS LAND COVERAGE MITIGATION FEE WORKSHEET:** *Applicable only for projects, structural remodel and additions to existing buildings,* see TRPA Exempt / Qualified Exempt Activity Information Sheet and Checklist Form, provide construction cost estimate (only the materials to construct the bearing elements of a structure)
- TRPA QUALIFIED EXEMPT PHOTOGRAPHS:** Photographs are required for structural remodels or additions to existing buildings, photographs required for all areas including, repairs, remodeling, addition, existing paved access and parking, see TRPA Qualified Exempt Activity Check List
- TRPA QUALIFIED EXEMPT SITE PLAN:** Verify all check list items per TRPA Qualified Exempt Activity Check List are complete.
- TRPA QUALIFIED EXEMPT PRELIMINARY BUILDING ELEVATIONS:** (Existing and proposed) of all sides of the buildings showing, see TRPA Qualified Exempt Activity Check List

- WOOD HEATERS:** List Manufacture Type along with Emission Standards that meet below requirements: Wood heaters installed in the Region shall meet the following emission standards for total suspended particulates of smoke emissions: Catalytic wood heaters shall not cause emissions of more than 4.1 grams per hour. (b) Non-catalytic wood heaters shall not cause emissions of more than 7.5 grams per hour. **Definition of a Wood Heater:** A wood fired appliance, which includes, but is not limited to, a freestanding conventional masonry or prefabricated zero clearance fireplace, any similar fireplace whose operation requires it to be built into the structure as a component of the building, franklin stove, air tight stove, fireplace insert, or any other stove or appliance designed to burn solid fuel for heating and/or enjoyment purposes.
  
- GAS HEATERS / CENTRAL FURNACES / WATER HEATERS:** The following standards apply to natural gas or propane fired water heaters or central furnaces to be installed in the Region. TRPA shall maintain a list of gas heaters that are in compliance with the air quality standards, the list shall include the names and model numbers of the heaters. A heater certified by the South Coast Air Quality Management District of California under SCHEMED Rules 1111 and 1121
  
- RETAINING WALLS ASSOCIATED TO THE STRUCUTRE:** Cuts greater then 5' require Soils / Hydrology Scoping Report to be completed by a Licensed Professional to address the following: Proposed excavation depth (including maximum depth of footings) Explanation of methodology in selection of soil boring / monitoring locations. Amount of excavated spoil material (cubic yards) and location of temporary storage of spoil material. Location of stream environment zone (SEZ) within ¼ mile of the project area. One copy of a topographic profile through the entire site showing the cross-section through the proposed excavation, to scale with no vertical exaggeration. Statement of need for the proposed excavation. Minimum of five photographs of the existing slope, any adjacent cut slopes and the proposed location(s) of the test pit(s).

I understand an application missing any items will be deemed incomplete and the plan check will not be scheduled until all the items marked are received by the Building Department. This may affect applicable fees and codes since the operative date of application will be the date on which a complete application is received.  
All the items required on this checklist are present and complete.

**Please print name clearly:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Relationship to Owner (Agent, Contractor, etc.):** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Accepted as Complete: County staff initial: \_\_\_\_\_ Date: \_\_\_\_\_