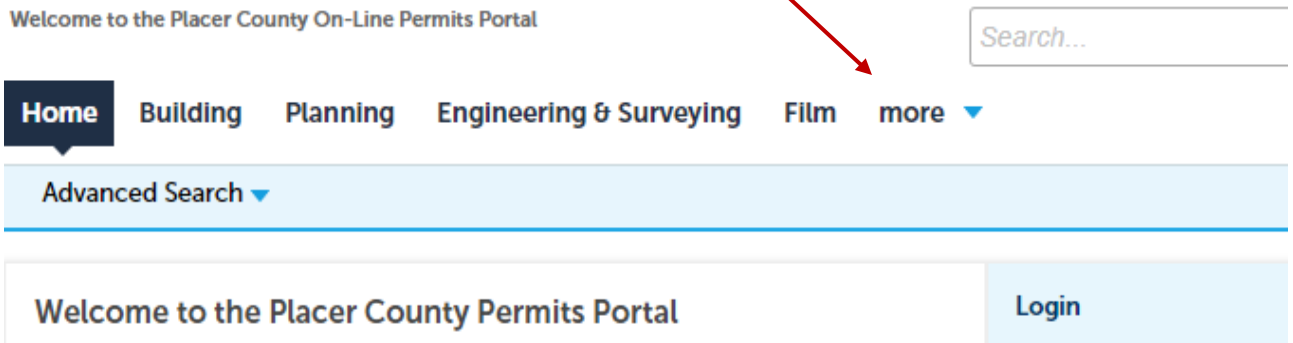


# E-Permit Quick Reference Guide - Tahoe

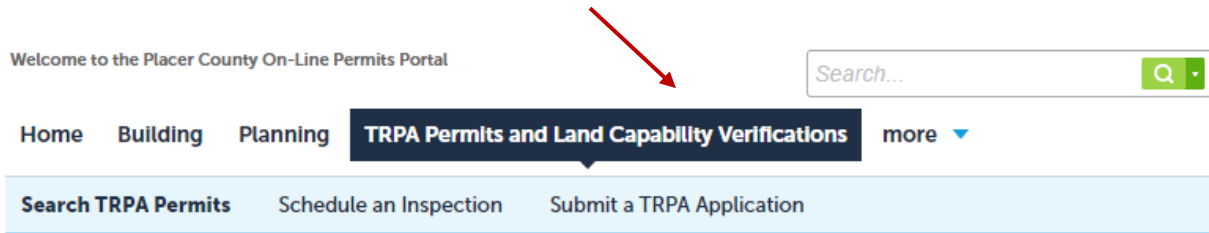


How to create a Tahoe (TRPA) permit online:

- Go to <https://permits.placer.ca.gov/CitizenAccess/Login.aspx>
- Log in with your Username or E-mail
  - If you do not have an account, you will need to create one. See "Citizen Access Account Creation" directions
- Click the type of permit you would like to start from the link near the top of the page: Click "More" to access TRPA permits.



- Click "TRPA Permits and Land Capability Verifications", then "Submit a TRPA Application" to start a TRPA Application.



Then:

- Read through the [TRPA Online Permit Submission](#), [TRPA Project Review](#), and [TRPA Qualified Exempt](#) Checklists, and for a TRPA Site Assessment, the [TRPA Site Assessment Application](#). This will save you a lot of time and trouble during the permit process.

- Agree to the terms once read and click

I have read and accepted the above terms.

[Start Application »](#)

- Choose the type of permit you wish to start and click [Continue Application »](#)
  - Multi-Family Project
  - Multi-Family Qualified Exempt
  - Multi-Family TRPA Review
  - Non-Residential Qualified Exempt
  - Non-Residential TRPA Review
  - Non-Residential Verification-Site Assessment
  - Residential Building Permit TRPA Review
  - Residential Building Qualified Exempt
  - Residential Building TRPA Project
  - Residential Verification-Site Assessment

## Step 1: Project Location > Project Location

- Enter the address of the job location
  - You can also enter part of the address and click [Validate Address](#)

### Address

---

|                                  |   |                      |   |
|----------------------------------|---|----------------------|---|
| Street No.:                      | Direction:                              | Street Name:         | Street Type:                            |
| <input type="text" value="775"/> | <input type="text" value="--Select--"/> | <input type="text"/> | <input type="text" value="--Select--"/> |
| City:                            | State:                                  | Zip:                 |   |
| <input type="text"/>             | <input type="text" value="--Select--"/> | <input type="text"/> |   |

[Validate Address](#) [Clear](#)

- It will pull up all available options. Be sure the APN number matches the address.

### Parcel

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\* Parcel Number:

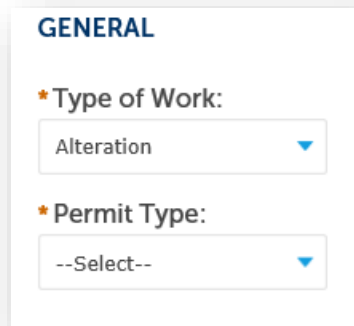
[Validate Parcel](#) [Clear](#)

- If everything looks right, click [Continue Application »](#)

## Step 2: Project Details > Project Information

Refer to last page for Permit Types and Guideline Examples

- Select the type of work and Permit type you wish to proceed with



**GENERAL**

\* Type of Work:  
Alteration

\* Permit Type:  
--Select--

- Please fill out Cross Street and mPower (if applicable)
- Enter your project Description (CAPS please)
  - Permit Name – Last name of Property Owner followed by job description
  - Description of Work – Detailed explanation of scope of work

Examples:

### Project Description

---

\* Permit Name:

DOE ELECTRICAL PANEL CHANGEOUT

\* Description of Work:

UPGRADE EXISTING 100AMP PANEL TO 200AMP PANEL

### Project Description

---

\* Permit Name:

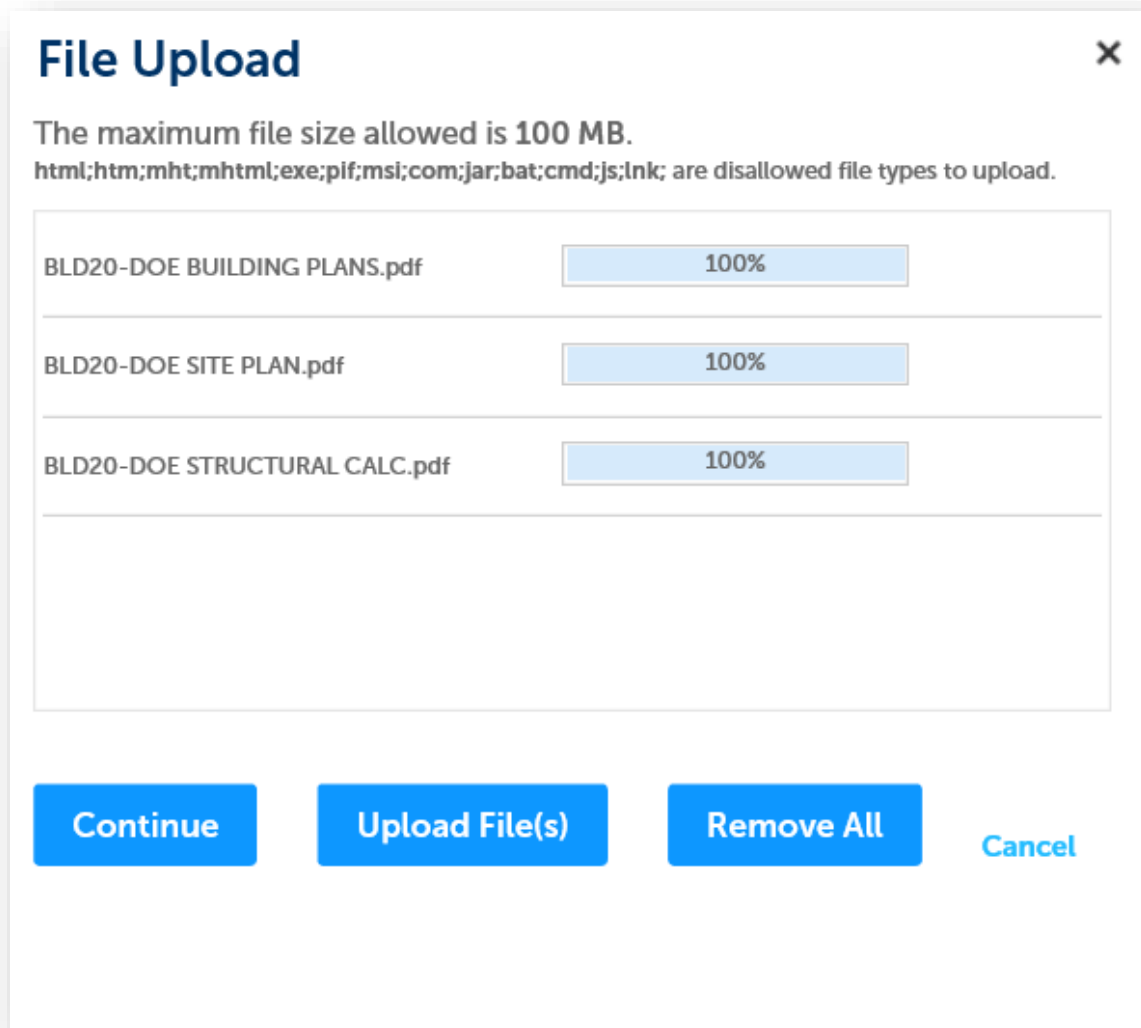
DOE SINGLE FAMILY DWELLING

\* Description of Work:

NEW SFD  
LIVING- 2500 SQ FT  
GARAGE- 800 SQ FT  
COVERED PATIO- 150 SQ FT  
4 BEDROOMS

## Step 2: Project Details > Upload Plans

- See the [Online Permit Submission Checklist](#) for more details. Use the naming convention and upload complete sets in PDF format. For TRPA documents follow the [TRPA Project](#) and [TRPA Qualified Exempt](#) Checklists.
- Click [Upload File\(s\)](#)
- Find the correct file(s) and upload them (you can select multiple files at once)



- Click [Continue](#)
- You have the option to remove files if something was incorrectly uploaded.

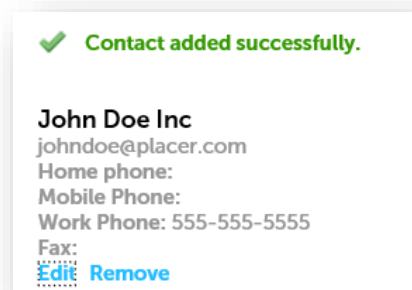
- Once everything has been uploaded according to the naming convention, click save,
- Note: You still have the option to review or delete documents under the **Actions** ▼ drop-down menu.
- Click **Continue Application »**

## Step 3: Project Contacts > Contractor

- You only need this step if you are a licensed contractor or the property owner and want the permit under your Contractor's license. If you are doing the permit as an owner-builder (and have uploaded your owner-builder form with a copy of your ID) or if you a designer or agent applying for the owner you can skip this step.
- If you do want to enter Contractor information, click **I'll Enter My Information**
- When you enter the **\* License Number:**  the program will automatically pull the information from the California State License Board. Please enter an email address and ensure all information is correct.
- Click **Save and Close**

## Step 3: Project Contacts > Applicant

- If you want the contractor or yourself to be the primary point of contact you can click **Select from Account** Or to enter a new contact click **Enter Contact Details**
- Once completed you will see



- If everything looks correct click **Continue Application »**

## Step 4: Review

- Review all the information you have provided. At the bottom, read the certification and check the box  By checking this box, I agree to the above certification.
- Click [Continue Application »](#)

## Step 6: Record Issuance



### APPLICATION SUBMITTED!

**You should receive an email confirming your application submission. We will begin reviewing your application. If your submission is determined to be complete, we will notify you of the plan review fee due. Once that fee is paid, your application will be deemed complete and forwarded for plan review.**

**CONGRATULATIONS! You have submitted a permit!**

**Note your Permit number as you will need it to check the status and contact us with questions.**

If you have any issues or need assistance, please email [bldtahoe@placer.ca.gov](mailto:bldtahoe@placer.ca.gov).

*See below for guidance on permit types*

# E-Permit Quick Reference Guide - Tahoe



***What are you doing?!***



See below to find what type of project you are permitting. This will help you identify how to enter your project type.

## **Residential Examples (Full Reviews):**

**RESIDENTIAL: Additions, Accessory Structures, Pools, Demolition, and Other**

### **Accessory options:**

- Ag building
- Arena
- BBQ/ Outdoor Kitchen
- Carport
- Covered Deck
- Fence
- Garage Detached
- Generator
- Greenhouse
- Guest House
- Patio Cover
- Pool House
- Shop/shed
- Shed
- Solar Ground Mount
- Sunroom
- Swimming Pool
- Uncovered Deck

**Alterations:** Remodels

**Miscellaneous:** Fire Damage

### **Residential Alterations (Limited Review):**

**RESIDENTIAL: Limited Review (Electrical, Mechanical, Plumbing, Roof Solar, etc)**

- Electrical (Panel C/O etc.)
- Mechanical (HVAC, fan etc.)
- Plumbing
- Reroof
- Solar Roof Mount
- Water Heater
- Window Changeout

## E-Permit Quick Reference Guide

# Electronic Plan Submittal File Naming and Formatting Requirements

All electronic files submitted shall be individual, non-zipped, document specific, PDF files with all pages in the order stated in the Required Index – See Placer County Plan Submittal Checklist.

**All files shall be named according to the following convention using only capital letters:**

FULL PERMIT NUMBER\_LAST NAME OF PROPERTY OWNER\_DOCUMENT TYPE

**Examples:**

PERMIT NUMBER IS NOT ASSIGNED

PERMIT NUMBER ASSIGNED

BLD20\_JONES\_BUILDING PLANS

BLD20-01234\_JONES\_SITE PLAN

BLD20\_JONES\_STRUCTURAL CALCS

BLD20-01234\_JONES\_FLOOR PLAN

**“Corrections”** are required by the County and **“Revisions”** are requested by customer – each subsequent submittal shall be numbered accordingly. **Examples:**

BLD20-01234\_JONES\_ENERGY CALCS\_1ST CORRECTIONS

BLD20-01234\_JONES\_PV PLANS\_2ND REVISION

At permit issuance, the customer will be provided with the approved PDF documents with “\_APPROVED” added to each file name. **Please do not apply any security settings that will interfere with approval mark ups and file combining as the County will Lock and Flatten all necessary stamps and mark ups.**

File submittals not adhering to the direction above, may be subject to additional Plan Check and/or processing fees.