



North Tahoe Fire Plan Review Application  
 PO Box 5879 / 222 Fairway Drive  
 Tahoe City, CA 96145  
 (530) 583-6911 / Fax (530) 583-6909  
 Submit to [plans@ntfire.net](mailto:plans@ntfire.net)

[Fire Codes](#) - [Inspections](#) - [Cost Recovery Schedule](#)

### Cell Site/Cell Tower Plan Review (CEL)

*\*Depending on the scope of work, a Cell Site project may require an LAC Plan Review. Please email [plans@ntfire.net](mailto:plans@ntfire.net) with details about the project to help determine if this will be required.*

Date \_\_\_\_\_ County Issued Permit Number \_\_\_\_\_ APN \_\_\_\_\_  
 Project Address \_\_\_\_\_ County \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Project Description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Is this a resubmittal?    No    Yes (Date of last submittal \_\_\_\_\_)  
 Has there been an NTFPD Pre-Development meeting for this project?  
       No    Yes (Date(s) of meeting(s) \_\_\_\_\_)

**General Contractor**  
 Name \_\_\_\_\_ Business Name \_\_\_\_\_  
 CA License # \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Email \_\_\_\_\_

**Property Owner/Business Owner**  
 Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_

**Main Contact and person responsible to pay cost recovery fees**  
 Name \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**Review the statements below. Check the boxes once the statements have been reviewed.**

Plan review turnaround is 15 business days from the date plan review fees are paid. Do not contact our office during the 15-business day review turnaround. Our staff will not respond to your inquiry. Once your review is complete, our office will contact you via email.

Review the submittal requirements below. NTFPD is no longer able to approve plans with conditions. If any of the requirements are missing, plans will not be approved and will be subject to resubmittals and resubmittal fees. All re-submittals trigger a new 15-business-day turnaround.

**Check off the requirements to ensure all are met before submitting to help avoid non-approvals.**

**Review Submittal Requirements –**

A complete set of plans stamped and signed by the design professional(s).

Applicable building codes and standards must be noted on the cover sheet. The list must include the applicable local ordinance: NTFPD Ord. 02-2022, MBFPD Ord. 22-01, or ASCWD Ord. 13-2022.

The county-issued project permit number. If the permit issuance checklist is already issued by the building department, include it with the submittal. If not, you will be required to submit a copy to NTF once it is issued.

Signed Pre-Development Meeting Findings Form and Signed and Approved Alternate Materials and Methods Request (If applicable). These will be the result of a pre-development meeting with NTF staff.

This project type will require a Final Defensible Space Inspection in addition to the applicable project inspections. Would you like to pay the cost recovery fee for the Final Defensible Space Inspection now or at the time of the inspection?

Yes, pay now                      No, pay at the time of inspection

I hereby acknowledge that I have read the Fire District's requirements above for plan review. Furthermore, I acknowledge that if any of the requirements are not complied with, the plans/project will fail review and will be subject to resubmittals and resubmittal fees. By signing below, I am verifying that I have met the requirements for this submittal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Review the section below after the plan review is complete for notes from the Fire Prevention Officer.***

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**Final Fire Inspections that will be required for this project:**

Final Defensible Space Inspection

To schedule any of these inspections, visit our [bookings](http://www.ntfire.net) page located at [www.ntfire.net](http://www.ntfire.net).