



North Tahoe Fire Protection District  
 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](#)

**Residential Design Review Consultation (DRC)**

New Construction, Demo/Rebuild, and Remodel/Addition 499 Sq. Ft. or Less

Date \_\_\_\_\_ Building Dept Issued Permit Number (Required) \_\_\_\_\_

Project Address \_\_\_\_\_

County \_\_\_\_\_ APN \_\_\_\_\_ Occupancy Type \_\_\_\_\_

Provide other permit numbers associated with this project \_\_\_\_\_

Has there been an NTFPD Pre-Development meeting for this project?

No Yes (Date(s) of meeting(s) \_\_\_\_\_)

Is this a plan review resubmittal? No Yes (Date of last submittal \_\_\_\_\_)

Project Description/Scope of Work

Project Type    New Construction    Demo/Rebuild    Remodel/Addition    Converting

Is the residence/building currently sprinklered?    No    Yes    It will be

Detached Garage or Storage?    No    Yes

Building height from grade to top plate (in feet) \_\_\_\_\_

Existing conditioned space/floor area (Sq. Ft.), if any

Living \_\_\_\_\_ Garage \_\_\_\_\_ Storage/Basement \_\_\_\_\_ Other \_\_\_\_\_

How much new conditioned space/floor area (Sq. Ft.) is being added to the lot or the existing structure?

Living \_\_\_\_\_ Garage \_\_\_\_\_ Storage/Basement \_\_\_\_\_ Other \_\_\_\_\_

Existing unconditioned space/floor area (Sq. Ft.), if any

Garage \_\_\_\_\_ Storage/Basement \_\_\_\_\_ Deck/Porch \_\_\_\_\_ Other \_\_\_\_\_

How much new unconditioned space/floor area (Sq. Ft.) is being added to the lot or the existing structure?

Garage \_\_\_\_\_ Storage/Basement \_\_\_\_\_ Deck/Porch \_\_\_\_\_ Other \_\_\_\_\_

Remodels, alterations, or repairs

Gross existing square footage \_\_\_\_\_

Proposed gross square footage for the remodel, alteration, or repair \_\_\_\_\_

Demos: What is the square footage being demoed?

Living \_\_\_\_\_ Garage \_\_\_\_\_ Storage/Basement \_\_\_\_\_ Deck/Porch \_\_\_\_\_ Other \_\_\_\_\_

**General Contractor**

Name \_\_\_\_\_ Business Name \_\_\_\_\_

CA License # \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**Homeowner**

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 and acknowledge the following statements by checking each box:**

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

Carefully review all the submittal requirements; plans will not be approved with conditions. If any requirements are missing, plans will not be approved and will be subject to re-submittals and additional cost recovery fees. **All re-submittals trigger a new 15-business-day turnaround.**

**North Tahoe/Meeks Bay Projects** - Once the DRC is reviewed and approved, the fire district will sign off the workflow in the building department system and add any fire flags/holds/notes that will be required for this project. The approval of this review will allow for permit issuance from the building if their requirements have been met.

**Alpine Springs County Water District Projects** – Once this review is approved, a hard copy of the fire-approved plans will need to be provided to ASCWD. The fire district will add any fire flags/holds/notes that will be required for this project to the building dept. system. ASCWD mitigation fees need to be paid before permit issuance by the building department for projects in Alpine Meadows. ASCWD will not sign off for permit issuance if mitigation fees are not paid. The building department-issued Permit Issuance Checklist is required to assess mitigation fees.

**Design Review Residential 499 sq. ft. or less (DRC):**

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

An approved fire LAR plan review must be on file with the fire district.

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

The building department-issued project permit number.

- Placer Co projects. - If the Permit Issuance Checklist is already issued, include it with the submittal. If not issued yet, submit a copy to NTF once it is issued to avoid delays with fire inspections. Mitigation fees due for the project cannot be calculated without the building department-issued Permit Issuance Checklist.

**The complete set of plans/submittal must include the following:**

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

Building setbacks.

Roof materials are CBC 7a compliant without wood shake or shingle.

Location of the gas meter and protection requirement per the amended local fire codes.

Location of the electric meter and shunt trip device.

Other utility and secondary disconnects shall be identified (if applicable).

Driveway/roadway meets California Fire Code Appendix D standards with fire apparatus access.

Gates meet California Fire Code Appendix D standards with fire apparatus access and Knox Box (gate key) entry. (If applicable)

Fire sprinkler requirements must be noted on the plans – required for all new construction, demo/rebuilds, and if there is an existing sprinkler system in place. The sprinkler plan review will be a deferred plan review submittal and will not affect permit issuance by the building department.

Location of Knox Box (house key) – required if the house has/will have a sprinkler system.

Location of Smoke and Carbon Monoxide detectors and device cut sheets.

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

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 re-submittals and re-submittal 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.***

**Deferred fire plan reviews that will be required for this project:**

Sprinkler Plan Review  
Generator Plan Review  
Solar Plan Review  
LPG/UGT Plan Review  
Fire Alarm Plan Review  
Hood and Duct Plan Review  
UL-300 Plan Review

**Final fire inspections that will be required for this project:**

Sprinkler Rough and Final  
Knox Box Inspection  
Final Defensible Space  
Fire Alarm Rough and Final  
Solar Panel Inspection  
LPG/UGT Rough and Final  
Generator Final  
Hood and Duct Final  
UL-300 Rough and Final

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

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Plan Review Comments from Fire District:

Date completed \_\_\_\_\_ Approved      Not approved, resubmittal required  
Building Dept. Workflow Cleared      Yes      No      No workflow available to clear  
Mitigation (Placer) or Developer Fees (El Dorado) Due:      Yes      No  
Cost Recovery Fees  
Due \$ \_\_\_\_\_ Paid on \_\_\_\_\_ Last four CC# \_\_\_\_\_ Check # \_\_\_\_\_