



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

## Commercial Tenant Improvement Plan Review

*Commercial Tenant Improvement (TIP)*

Date \_\_\_\_\_ County Issued Permit Number \_\_\_\_\_ APN \_\_\_\_\_  
 Project Address \_\_\_\_\_ County \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Fire District      North Tahoe Fire      Meeks Bay Fire      Alpine Springs Water District  
 Occupancy Type \_\_\_\_\_ Will there be a change in occupancy type      Yes      No  
 Number of Floors \_\_\_\_\_ Total Existing Floor Area (Sq. Ft.) \_\_\_\_\_  
 Is the building currently sprinklered?      Yes      No  
 Project Description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Has there been a 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 \_\_\_\_\_)

**General Contractor**

Name \_\_\_\_\_ Business Name \_\_\_\_\_  
 CA License # \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Email \_\_\_\_\_

**Homeowner**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_

**Main Contact**

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.

Alpine Springs County Water District Projects – Once this review is approved, a copy of the plans will need to be provided to ASCWD for their records.

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 resubmittal fees. All resubmittals trigger a new 15-business day turnaround.

**Step 1: Check the type of plan review that applies. Under the selected type, check the requirements to ensure all are met prior to submitting.**

**NTFPD/Placer Co. Review Submittal Requirements –**

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

Applicable building codes and standards must be noted on the cover sheet, including the NTFPD Amended fire code.

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

Pre-Development Meeting Findings/Alternate Materials and Methods Request (If applicable)

**MBFPD/EI Dorado Co. Review Submittal Requirements –**

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

Applicable building codes and standards must be noted on the cover sheet, including the MBFPD Amended fire code.

The county issued project permit number.

Pre-Development Meeting Findings/Alternate Materials and Methods Request (If applicable)

Once the TIP is reviewed and approved, NTFPD/MBFPD will sign-off the workflow in the county's system and add any Fire flags/holds/notes that will be required for project final. This will allow for permit issuance from the county if their requirements have been met. Notify them when this review is approved.

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 section below after plan review is complete.

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For office use only:

**Deferred plan review submittals 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

**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

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

Additional Plan Review Comments:

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Date completed \_\_\_\_\_ Approved      Not approved, resubmittal required

County Workflow Cleared      Yes      No      Mitigation Fees Due:      Yes      No

Cost Recovery Fees Due \$ _____ Paid on _____
Last four CC# _____ Check # _____