

How to Apply for a Maintenance Tahoe Donner Permit

A simplified step-by-step guide for homeowners



Before beginning any project that changes the exterior appearance of your home, a **Maintenance Permit** may be required through the Tahoe Donner Community Standards Office (CSO). Maintenance permits cover like-for-like replacements and minor exterior updates that **do not involve structural changes, added square footage, or footprint changes**.

If you need assistance at any point, please contact us at cso@tahoedonner.com or (530) 587-9407.

STEP 1 — DETERMINE WHETHER YOUR PROJECT REQUIRES A MAINTENANCE PERMIT

Maintenance permits (1-year permits) apply to minor exterior improvements such as:

Projects Requiring a Maintenance Permit:

- Paint and stain changes
- Door or garage door replacement
- Window replacement
- Roof or gutter replacement (including eave enclosure for fire safety)
- Exterior light fixture updates
- Siding or wainscot replacement (no change in size or major color shift)
- Skylights
- Solar panels (no tree removal proposed)
- Hot tub (within existing footprint)
- A/C units or generators placed on/under existing structure
- Animal-resistant garbage can enclosures (non-custom)

If your project includes added square footage, structural changes, color changes from light → dark, tree removal with solar, or any footprint expansion, it may require a Minor or Major permit instead.

CSO staff can help you determine the correct classification.

STEP 2 — REQUEST EXISTING PROPERTY PLANS (OPTIONAL)

Email the CSO to check whether we have plans on file for your property.

****PLEASE NOTE: Any plans or documents provided by the Community Standards Office are offered as a courtesy only and are not guaranteed to be accurate, complete, or reflective of current site conditions. Members are responsible for ensuring all submittals meet the ASC Plan Submittal Checklist, accurately represent existing conditions, and include all required updates. Courtesy documents should not be used as a substitute for preparing or verifying your own plans.*

STEP 3 — GATHER REQUIRED SUBMITTAL MATERIALS

Maintenance permits typically require:

Maintenance Permit Submittal Checklist

- Completed online permit application
- Photos of existing conditions (before photos)
- Cut sheets/specs for fixtures (lights, doors, windows, etc.)
- Color/stain samples or product information (if applicable)
- Any elevation images or simple sketches needed to explain the work

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Maintenance permits do *not* require plan sets or site inspections.

STEP 4 — SUBMIT YOUR PERMIT APPLICATION

Visit our website and click “[Permit Application](#).”

Upload all required materials and complete all fields.

You may save your application and return later using the “Save” button.

STEP 5 — PAY YOUR MAINTENANCE PERMIT FEE (\$50)

Once your application is received, CSO staff will:

- Review your submittal for completeness
 - Email you instructions to pay the **\$50 Maintenance Permit fee**
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STEP 6 — PERMIT REVIEW & ISSUANCE

After your fee is paid and your application is complete, CSO staff (or one ASC member, depending on scope) will review your project and, if approvable, **issue your Maintenance Permit**.

- Maintenance permits are valid for **1 year** from issuance.
 - No site inspection is required for Maintenance permits.
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STEP 7 — COMPLETE THE WORK

Complete the work exactly as approved in your Maintenance Permit:

- Use the approved materials, colors, and locations
 - Avoid adding scope or changing the design without contacting CSO first
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STEP 8 — SUBMIT COMPLETION PHOTOS

Once your project is finished, email **completion photos** to:

 **CSOPermits@tahoedonner.com**

Photos should show:

- Each area where work was performed
- Close-ups where color, fixtures, or materials changed

Staff will review the photos to verify compliance and then **close the permit**.

STEP 9 — IF YOUR PROJECT CHANGES (REVISIONS)

If you decide to change materials, colors, or scope after approval, you must **submit a revision before doing the work** by emailing **cso@tahoedonner.com** with:

- A brief **list of revision items**
- Updated photos/product info and, if needed, a simple sketch or marked-up photo

There is **no revision fee for Maintenance permits**, but unapproved changes may result in deviation fines under ASC Rules.

STEP 10 — IF YOU RUN OUT OF TIME

Maintenance permits do not have formal extensions like Minor/Major permits.

If your Maintenance Permit expires before completion:

- You may be required to apply for a new Maintenance Permit, or
 - If scope has expanded, you may need a Minor permit instead
 - Failure to complete or properly permit exterior work can result in enforcement under Sections VIII–XVI of the ASC Rules and the ASC Violation/Fine Schedule (e.g., “Failure to complete project within allotted time frame” and “Exterior alteration without ASC approval”).
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HELPFUL DOCUMENTS:

[ASC Fee Schedule and Scope of Work](#)

[Permit Application Form](#)

[ASC Rules](#)