

How to Apply for a Major Tahoe Donner Permit

A simplified step-by-step guide for homeowners



Before beginning any construction or making major changes to the exterior appearance of your property, a **Major Permit** is required through the Tahoe Donner Community Standards Office (CSO). This guide walks you through the full process—from plan preparation to ASC review—to help ensure a smooth and compliant submittal.

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 MAJOR PERMIT

Major Permits (2-year permits) are required for the following project types:

Projects Requiring a Major Permit (Neighbor Notification Required):

- New homes
- New garages (attached or detached)
- Additions 500 sq. ft. and over (including ADU or JADU)
- Multi-unit projects
- Commercial structures
- Any project requiring a Variance
- Any project involving major structural modifications

If you're unsure whether your project qualifies, CSO staff can confirm.

STEP 2 — REQUEST EXISTING PROPERTY PLANS

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

We will send any existing plans we have so you can update them for your submittal.

PLEASE NOTE: Any plans or documents provided by the Community Standards Office are for reference 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 reflect existing conditions, and include all updates. Courtesy documents should not be used as a substitute for preparing or verifying your own plans.

STEP 3 — PREPARE YOUR PLAN SET (FULL ARCHITECTURAL PACKAGE REQUIRED)

Major projects must include a complete and professionally prepared plan set, including:

- Updated site plan
- All four elevation views
- Floor plans
- Roof plan
- Sections/details as applicable
- Exterior materials & color callouts
- Lighting specifications (cut sheets)
- Tree removal plan

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- Coverage and grading calculations
- Neighbor notification map (prepared by CSO)

Download the [Plan Submittal Requirements – Major Projects](#) checklist and use it to update your site plan and/or elevation plans. If you need help, see the “How to Create or Update Your Site Plan and Elevation Plans” section at the end of this guide.

STEP 4 — SUBMIT YOUR PERMIT APPLICATION

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

Upload your full, completed plan set and fill out all required fields.

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

STEP 5 — CSO STAFF REVIEW & FOLLOW-UP

After submitting your application, CSO staff will:

- Review your submittal for completeness
- Email you regarding missing items (if applicable)
- Send instructions for paying permit fees
- Coordinate required **site inspection preparation**
- Prepare your project for placement on an upcoming ASC Meeting agenda

Major permits always require full ASC review and neighbor notification.

STEP 6 — PREPARE FOR YOUR SITE INSPECTION

Most footprint-altering projects must be inspected before a permit is issued.

Site Inspection Preparation Requirements:

- Expose and mark all property pins
- String property lines (sides and rear unless otherwise directed)
- Clearly mark your address sign
- Stake out all corners and pop-outs of the proposed structure
- Flag any trees proposed for removal (must match the site plan)

Once your site is prepared, request the inspection using the link on our website, also linked below:

[Request Your Site Inspection](#)

[Site Inspection Preparation Requirements](#)

STEP 7 — PAY YOUR PERMIT FEES & AWAIT ASC MEETING SCHEDULING

After the inspection is approved and fees are paid:

- Your project will be scheduled for the **next available ASC meeting**
 - CSO staff will send your formal **neighbor notification**
 - You will receive official ASC meeting details via email
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STEP 8 — ASC MEETING & DECISION

At the ASC meeting:

- Your project will be reviewed for compliance with all standards
- You or your designer/contractor may attend to answer questions
- The Committee will approve, deny, or approve with conditions

If revisions are required, CSO will notify you of next steps.

STEP 9 — SUBMITTING REVISIONS (IF REQUIRED)

If changes are requested by the ASC or occur during construction:

You must email CSO with:

- A list of revision items
- Updated plans with all changes clearly bubbled

Revisions must be approved before changes are constructed.

Unapproved deviations may lead to hearings or fines.

STEP 10 — CONSTRUCTION TIMELINE & EXTENSIONS

Major projects carry a 2-year permit window

If more time is needed, you may apply for an extension:

Extension Rules:

- Must be requested 30 days before expiration
- Two extensions allowed
 - 1st extension: approved by CSO
 - 2nd extension: requires ASC hearing
- 3rd extension requires Board of Directors approval

Extensions include applicable fees ([ASC Fee Schedule](#))

Request here: [Request an Extension of Time](#)

STEP 11 — REQUEST YOUR FINAL INSPECTION

When construction is complete, submit your [Final Inspection Request](#) online.

Final inspection verifies:

- Work matches approved plans
- All conditions of approval are satisfied
- Compliance with ASC Rules
- Eligibility for project refund (if applicable)

If deviations are found, corrections may be required before approval.

RESOURCE CENTER

HOW TO CREATE OR UPDATE YOUR SITE PLAN AND ELEVATION PLANS:

1. Expose property pins; they may be metal rebar flush with the ground and sometimes capped.
2. Stake each pin and run string lines along property boundaries.
3. Measure setbacks and confirm your house matches the plan location.
4. Update your existing site plan or create a new one using lot dimensions from Tahoe Donner plat maps.
5. Add any missing decks, walkways, patios, sheds, etc. added by previous owners.
6. Label setbacks:
 - 10 ft sides
 - 20 ft front
 - Rear = 20% of lot depth (min. 25 ft)
7. Identify all easements.
8. Mark any trees proposed for removal with an "X."
9. Update coverage calculations to confirm you remain under 35% maximum lot coverage.
10. Draw the proposed improvements clearly.

CREATING/UPDATING ELEVATION PLANS:

- Walk around your home and ensure your elevations reflect actual, existing conditions.
- Update any differences (windows, doors, siding, railings, lights).
- Draw to scale ($\frac{1}{4}'' = 1 \text{ ft}$).
- Add proposed work clearly (e.g., new siding patterns, added windows, railing style changes).

HELPFUL DOCUMENTS:

[Plan Submittal Requirements](#)

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

[Permit Application Form](#)

[ASC Rules](#)

[How to Create and Update Site & Elevation Plans](#)

[Site Inspection Preparation Requirements](#)

[Final Inspection Preparation Requirements](#)

[Request Your Site Inspection](#)

[Request a Final Inspection](#)

[Request an Extension of Time](#)

PROJECTS W/ NEIGHBOR NOTIFICATION DOCUMENT RESOURCE CENTER

- [Architectural Standards Rules, Procedures and Restrictions for Land Use \(pdf\)](#)
- [Architectural Standards Committee Meeting Schedule \(pdf\)](#)
- [Architectural Standards Committee Fee Schedule \(pdf\)](#)
- [Declarations, Agreements, Statements Acknowledgment Form](#)
- [ASC Plan Submittal Requirements – Major \(pdf\)](#)
- [Animal Resistance Garbage Can Enclosure \(ARGCE\) Minimum Standards \(pdf\)](#)
- [Site Inspection Preparation](#)
- [Final Inspection Tips and Tricks for Major Projects](#) (New Houses, Multiples, Commercial Buildings, Additions Over 500sqft, And Garage with Addition)
- [ASC Coverage Policy – Updated 9-11-2019](#)
- Tahoe Donner Building Envelope (coming soon)
- [Variance Request Form](#)

ASC Rule — Section VIII: Extension of Time / Failure to Complete Improvements

If an approved final inspection is not completed before the expiration of the original permit or extension, the permit will lapse, a Hearing as provided in Section XV will be scheduled, and the Owner will be subject to an ongoing fine until an ASC final inspection is approved.

ASC Violation/Fine Schedule (Section XXI):

B. CONSTRUCTION VIOLATIONS:

4) Failure to obtain extension prior to expiration of permit (Additional deposit may also be required) \$100.00 - 250.00

5) Failure to complete project within allotted time frame \$200.00 - \$1,000.00 per month

C. DEVIATIONS FROM APPROVED PLANS

1) Major deviations without prior approval (design, colors and/or materials):
\$500 – \$2,000

NOTE: “Any changes made without approval from the ASC shall be subject to a fine and may be subject to an order requiring corrective action.”