

How to Apply for a Minor Tahoe Donner Permit

A simplified step-by-step guide for homeowners



Before starting any project that alters the exterior appearance of your property, a **Minor Permit** is required through the Tahoe Donner Community Standards Office (CSO). This guide walks you through the full process from determining your project type to preparing for a site inspection.

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 MINOR PERMIT

Minor permits (1-year permits) are required for exterior changes that are more substantial than basic maintenance but do not require neighbor notification. Examples include:

Projects Requiring a Minor Permit (No Neighbor Notification):

- ADU/JADU (New Heated Living Area in Existing Structure such as storage or crawlspace conversion)
- ADU/JADU (Remodel of Existing Living Area)
- Decks, deck railings, and stairs
- Driveway additions & parking pads
- Hot tub (new footprint)
- Mudroom additions
- Chimney work
- Commercial signage
- Walkways, patios, and fire pits
- Landscaping, retaining walls & drainage improvements
- Solar panels (if **tree removal** is proposed)
- Custom-built garbage enclosures
- Artificial turf installation

If you're unsure which category your project falls into, 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 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 — UPDATE OR CREATE YOUR SITE & ELEVATION PLANS

Download the [Plan Submittal Requirements – Minor 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 updated plans and complete all required fields.

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

STEP 5 — WATCH FOR FOLLOW-UP FROM CSO STAFF

After submitting your application, CSO staff will:

- Send instructions to **pay your permit fee**,
- Request any missing information, and
- Advise whether a **site inspection** is required.

Projects involving **footprint changes** (decks, driveway work, patios, landscaping, etc.) always require a site inspection. Elevation-only changes (doors, railings, etc.) do not.

STEP 6 — PREPARE FOR YOUR SITE INSPECTION (IF REQUIRED)

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 project corners/edges
- 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 FEE & AWAIT PERMIT ISSUANCE

Once your fee is paid and your inspection (if required) is approved, your permit will be issued.

Minor projects carry a **1-year timeline** for completion.

STEP 8 — SUBMITTING REVISIONS (IF YOUR PROJECT CHANGES)

If your project changes from what was originally approved, you must email CSO:

- A list of revision items
 - Updated plans with all changes clearly bubbled
- Examples of changes requiring a revision:
- Driveway built differently than approved
 - Deck configuration changes
 - Added or removed stairs
 - Railing design changes

Failure to submit revisions may result in deviation fines at final inspection.

STEP 9 — REQUEST AN EXTENSION IF YOU NEED MORE TIME

If you cannot complete your project within the permit period, you may apply for an extension.

Extension Rules:

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

Extensions are granted in six-month increments and include applicable fees.

STEP 10 — REQUEST YOUR FINAL INSPECTION

Once construction is complete, submit your Final Inspection Request online.

A final inspection is required to:

- Verify that work matches approved plans
- Confirm compliance with ASC Rules
- Process your project refund (if applicable)

If deviations are discovered, corrections may be required before final 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 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](#)

[Minor Projects](#)

[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](#)