

EXPRESS CHECK PERMIT INFORMATION PACKET

Permits available through the Express Check Permitting Program are generally for projects limited in scope and have minimal environmental impacts. A general timeline for express check is 20 business days.

I. PROJECTS CONSIDERED FOR EXPRESS CHECK

- 1. Banking**
- 2. Driveway Paving ***
- 3. Grading, Excavation, Filling, & Landscaping Projects ***
- 4. Historic Determination ***
- 5. Minor Plan Revision**
- 6. Permit Reissuance**
- 7. Residential Additions and Modifications (up to 250 square feet of new or relocated coverage)**
- 8. Signs***
- 9. Underground Tank Removal ***
- 10. Shorezone Structure Reconstruction (in kind)**

***Apply online ([click here](#)). Grading, excavation, filling & landscaping projects, driveway paving projects, underground tank removal projects, sign applications, and historic determinations can all be applied for online.**

Projects other than those listed above may be eligible for Express Check at the discretion of Tahoe Regional Planning Agency's (TRPA) Current Planning Department. If you have a proposed project that you feel may qualify for an over-the-counter permit, but is not listed above, please send an email to trpa@trpa.org.

For all other projects, please visit TRPA's [Applications & Forms webpage](#).

II. PROCESS FOR EXPRESS CHECK REVIEW & APPROVAL

- Step 1:** Determine whether your project application can be submitted to your local building department or TRPA. [Where should I go to obtain a permit?](#)
- Step 2:** Determine if the project is eligible for Express Check review. See criteria lists in Section III of this packet.
- Step 3:** Gather supporting documents and complete the application. The Express Check application has a checklist for each type of eligible project. Complete the application and review the applicable checklist to determine which documents to include.
- Step 4:** Submit your application. There are a few ways to submit your application. Grading/excavation/filling/landscaping projects, driveway paving, underground tank removal, and historic determinations can all be submitted online. You can also mail your application in, drop it off at the TRPA front counter or email it to trpa@trpa.org with the subject line of express check.
- Step 5:** Work with a Planner. Once your application is received, your project will be assigned to a planner. If needed they will contact you by phone or email to discuss your project or request additional information.
- Step 7:** Permit Issued! If the project is approvable under the Express Check program criteria and all required application materials are sufficient, the TRPA Planner will issue a permit or approval for your project.

III. ELIGIBILITY CRITERIA BY PROJECT TYPE

The following section contains eligibility criteria for express check project review. If your project is ineligible for this program, please submit the appropriate application to the TRPA front counter or your local building department for review.

1. RESIDENTIAL ADDITIONS AND MODIFICATIONS

- If the project is adding or relocating coverage, the amount to be added or relocated does not exceed 250 square feet.
- Project does not require Hearings Officer or Governing Board approval. (See TRPA [Code of Ordinances](#) Section 2.2.2 for projects that apply.)
- [Land coverage](#) and land capability have been verified. If you're unsure if your property has been verified, look up your address or parcel number in the [Parcel Tracker](#).
- Project does not increase land coverage or permanent land disturbance in sensitive land areas (Class 1a, 1b, 1c, 2, or 3). If you're unsure if your property has sensitive land areas, look up your address or parcel number in the [Parcel Tracker](#).
- Project does not require a transfer of land coverage or other development right.
- Excavation depth does not exceed 5' *OR* applicant has received prior approval from TRPA through a soils hydrology application to exceed 5'.
- Project does not increase density or units of use.
- Height created is less than or equal to that which is allowed in TRPA's [Code of Ordinances](#) Section 37.4.1-1.
- Project is not visible from the waters of Lake Tahoe or a [scenic roadway, recreation area, or bikeway](#).
- Applicant has received fire protection agency pre-approval . Please contact the appropriate fire agency for pre-approval requirements. If you are unsure which fire protection agency to contact, visit the TRPA [Parcel Tracker](#).
- Property has a [Best Management Practices \(BMPs\) certificate of completion](#) or will install permanent BMPs as part of the project.

2. PLAN REVISION

- Project has an active TRPA permit (or the original TRPA permit has not expired).
- Plan revision does not exceed the original scope of the permitted project. (Example: The original permit approved a stone paver patio; the plan revision proposes to increase the footprint, or land coverage, for the patio.)
- Project does not require Hearings Officer or Governing Board approval. (See TRPA [Code of Ordinances](#) Section 2.2.2 for projects that apply.)
- Project is not visible from the waters of Lake Tahoe or a [scenic roadway, recreation area, or bikeway](#).

- The proposed project does not increase land coverage or permanent land disturbance in sensitive land areas (Class 1a, 1b, 1c, 2, or 3). If you're unsure if your property has sensitive land areas, look up your address or parcel number in the [Parcel Tracker](#).

3. PERMIT REISSUANCE

- Project has a TRPA permit that has expired.
- There are no changes to the original scope of the permitted project.

4. GRADING, EXCAVATION, FILLING, OR LANDSCAPING

- Grading, excavation, or earth disturbance is not associated with large project or series of projects.
- Project does not increase or relocate land coverage.
- Project is not associated with a change in use or intensification of use for the property.
- Grading or earth disturbance will occur between May 1 and October 15, unless it is for an emergency (in which case you will be required to apply separately for a grading season exception).

5. DRIVEWAY OR PARKING PAVING

- Existing driveway and parking areas have infiltration devices (or [Best Management Practices - BMPs](#)) installed to capture stormwater runoff, or permanent BMPs will be installed as part of the project.
- Driveway or parking area has been verified as legally established by TRPA. If you're unsure if your property has been verified, look up your address or parcel number in the [Parcel Tracker](#). *OR*, if the driveway or parking area has not been verified, the project only proposes 400 square feet or less of paving.
- Project does not increase land coverage or permanent land disturbance in sensitive land areas (Class 1a, 1b, 1c, 2, or 3). If you're unsure if your property has sensitive land areas, visit the TRPA [Parcel Tracker](#).

6. UNDERGROUND TANK REMOVAL

Project does not increase land coverage or permanent land disturbance in sensitive land areas (Class 1a, 1b, 1c, 2, or 3). If you're unsure if your property has sensitive land areas, look up your address or parcel number in the TRPA [Parcel Tracker](#).

7. HISTORIC DETERMINATION

- TRPA requires a historic determination be completed prior to obtaining approval for a project that would potentially impact a structure or building 50 years of age or older (addition, demolition, etc.). In order for a structure or building to be determined eligible as a historic resource, it must meet certain criteria as outlined in the TRPA Code of Ordinances

Chapter 67.6. In an effort to help expedite the determination process, TRPA will review an Express Check application to determine whether or not a structure is potentially eligible. If a structure is determined non-historic, an official determination letter will be issued. If a structure is determined potentially eligible or if further review is needed, the applicant will be required to submit an application for full project review.

- A future or planned project could potentially impact a structure or building 50 years of age or older.

BANKING OF A DEVELOPMENT RIGHTS (OR COMMODITY)

- Development right or entitlement to be banked has been previously verified as legally existing by TRPA. If you're unsure if existing developments rights have been verified, look up your address or parcel number in the TRPA [Parcel Tracker](#).

8. SIGN

- Activity is not considered exempt from TRPA review (See TRPA [Code of Ordinances](#) Section 2.3.6 for a list of exempt activities)
- Sign will be located in Douglas, Washoe, or El Dorado County (For proposed signs in the City of South Lake Tahoe or Placer County, approval may be obtained through their local building department.)
- Sign or sign change is not associated with a change in commercial operation or use of the property (Example: Burger stand changes in operation to a bicycle rental stand.)
- Property contains and has the potential to contain only one, sole tenant
- Installation, relocation or alteration of the sign(s) requires 7 cubic yards of material or less
- Installation or replacement of subdivision names or letters on an existing structure
- Replacement of sign faces on signs approved by TRPA after October 1, 1990. If you are unsure if the sign was previously approved by TRPA, look up your address or parcel number in the TRPA [Parcel Tracker](#).
- If the sign change will result in an increase or banking of land coverage, [Land coverage](#) and land capability must first be verified. If you're unsure if your land coverage has been verified, look up your address or parcel number in the TRPA [Parcel Tracker](#).

9. SHOREZONE STRUCTURE RECONSTRUCTION IN KIND

Pier reconstruction includes replacement of all or an entire portion of an existing structure without changing the dimensions or function. Substitutions of one material to another are permitted under a reconstruction.

- Reconstructions that do not meet Qualified Exempt criteria due to grading/lake bottom disturbance limitations or public access requirements.
- The activity does not result in a change of use or an increase in the area or dimensions of the structure, including height, width, length or overall area

- The structure is legally existing (clear evidence of existence prior to February 10, 1972 or constructed thereafter with a permit)
- A lease, verified staff report, permit, or certified letter from either California State Lands Commission or Nevada Division of State Lands is provided
- Pier reconstruction may include adaptations to allow for public access as necessary for parcels in California (associated additional visible mass doesn't require scenic mitigation)
- Project does not increase the degree of nonconformance of the structure with any standard
- Project isn't located in a steam mouth protection zone
- Land capability including backshore boundary and coverage have been verified
- Property has a Best Management Practices (BMP) certificate of completion or will install permanent BMPs as part of the project
- Project does not increase or relocate land coverage
- Project does not create any permanent disturbance in the backshore
- Any impact to fish habitat from the driving or removing of piles is mitigated and any areas of fish habitat previously disturbed by removed piles is restored
- Project does not require Hearings Officer or Governing Board approval (See TRPA Code of Ordinances Section 2.2.2 for projects that apply)
- In shorezone areas containing spawning gravels, construction can only occur from October 1 through April 30 unless TRPA conducts a site analysis in coordination with other appropriate agencies and finds that the proposed activity will not have a detrimental effect on the spawning habitat, spawning fish, incubating eggs, or fry