

Building Permits for New Single-Family Dwellings, Townhomes, and Duplexes

The permit for a new single-family, townhome, and duplex is called a “Combination Permit” because it requires a combination of reviews including: plumbing, mechanical, building, and the water line between the meter and the dwelling. Separate permits are required for sanitary sewer connection, storm system connection, electrical, sidewalk, and driveway installations.

FOR QUESTIONS PRIOR TO PERMITTING

Prior to submittal, a project can be discussed with Land Use staff, an Environmental Specialist and/or a Buildings Plan Reviewer by phone 253-591-5030 or in-person at Planning and Development Services on the 3rd floor of the Tacoma Municipal Building, 747 Market Street.

SUBMITTAL CHECKLIST

The following items are needed for submittal:

- Permit Applications can be submitted online using the [Tacoma Permits portal \(ACA\)](https://aca.accela.com/tacoma/) - <https://aca.accela.com/tacoma/>
- Ventilation System Layout
 - a) Heat Recovery Ventilator (AAHX)
 - b) Integrated Forced Air System
 - c) (forced air, gas, or electric furnace)
 - d) Whole House Fan System
- Heat Loss Calculations
- Component Performance Calculations (if required)
- [Stormwater Site Plan Report](#) and [Stormwater Pollution Prevention Plan \(SWPPP\)](#) Short Forms. The Short Forms are only required if reaching the thresholds identified below. If exceeding the thresholds, please contact Environmental Services, at (253) 591-5218:
 - Add/replace 2,000 – 5,000 square feet of impervious surface
 - Clear/disturb 7,000 square feet – 1 acre of land
 - Grade/Fill 50-499 Cubic Yards
- Site Specific Authorization Letter for Architect or Designer of Drawings (if required by Architect or Designer)
- Plan Set (See Detailed Checklist below)

The City of Tacoma will accept your application and plans electronically.

(See [Tip Sheet G-230](#) for electronic submittal standards.)



Required inspections can be scheduled online or by calling 253-573-2587

FEES

After the plan review is completed, the applicant is notified to pick-up the plans at the Tacoma Municipal Building, 747 Market Street, and pay the applicable fee. Building Permit fees are based on the square footage, and number and type of plumbing and mechanical fixtures. For an estimated fee quote, call 591-5030. Plan review generally takes four weeks if the submittal package is complete, unless a land use permit is required.

INSPECTIONS

Within six months of receiving the building permit, schedule required building inspections online or by calling 253- 573-2587. A minimum of 10% of the permitted work must be completed and verified by a building inspector every six months for the permit to remain valid. [Tip Sheet G-535 Scheduling an Inspection Online](#)



Note: This Tip Sheet does not substitute for codes and regulations.

The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

More information: City of Tacoma, Planning and Development Services | www.tacomapermits.org (253) 591-5030

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.

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DRAWING STANDARDS

(The following is a list of drawings needed for review.)

Building Site Plan (scale 1"=20' is typical)

- North arrow and legend
- Address and/or parcel number
- All parcel lines and corners with dimensions of lot
- Existing and proposed building footprint(s) and structures to be demolished, labeling square footage of structure and the distance between all existing and proposed structures
- Proposed building setbacks from property lines
- Existing grade elevations at property corners and at the four points of the smallest rectangle encompassing the proposed building footprint (see [Tip Sheet L-554](#))
- Location of critical areas, shoreline districts and/or flood zones, and significant grade changes
- Adjacent streets, existing and proposed private and public easements (documentation of easements may be required)
- (I.e. vehicle access, utility and critical area easements)
- Driveways, parking, or other vehicle areas
- Identification of any retainage systems or rock/block walls (separate permit required)
- Finished floor elevation
- Existing and proposed utilities, with invert elevations at building and connection points
- Show all off-site improvements (may need to be a separate plan)

Stormwater Management Site Plan & Details - Items listed below are required if a SSP or SWPPP Short Form is required

- Boundaries of existing vegetation (e.g. tree lines, grassy areas, pasture areas, fields, etc.)
- Identify areas to be cleared and graded
- Existing and proposed contours
- Flow arrows and/or spot elevations to show how driveways and any other impervious surface will drain
- Location of soil test pits if infiltration is evaluated
- Details of stormwater facilities
- Show all cut and fill slopes, indicating bottom of slope catch lines
- Show locations where upstream run-on enters the site and where run-off leaves the site

- Show the location of the stormwater conveyance systems (e.g. pipes, catch basins, ditches, etc.). Include proposed pipe types and lengths.
- Identify and locate all erosion control techniques to be used during construction.
- Indicate on the plans the final landscape plans (e.g. sod, seed, etc.). Note: Bare soils are not an option.

Floor Plan (scale 1"=1/4' is typical)

- Floor plan dimensions and proposed use of each room
- (including garages, decks and porches)
- Plumbing fixture locations
- Location of interconnected smoke detectors and carbon monoxide detectors
- Location of all windows and doors with dimensions
- Shear wall/braced wall locations

Elevations (scale 1"=1/4' is typical)

- Label as "North", "South", "East" and "West"
- Overall height of the structure, including existing and proposed grade (see [Tip Sheet L-554](#))
- Building materials, labeling different types and textures
- Location and dimensions of windows and doors

Cross-Section/Wall Section/Framing Details

- Detail compliance with energy code
- Size and type of framing members for floors, walls, ceiling roof, beams, headers, etc.

Foundation Details

Structural Engineering - Unless designed to the prescriptive standards of the International Residential Code

APPLICABLE REGULATIONS

- Revised Code of Washington Chapter: [18.08 - Architects](#)
- Tacoma Municipal Code Section: [2.02 - Building Code](#), [10.22 - Rights-of-Way](#), [12.08 Wastewater and Surface Water Management – Regulations and Rates](#) & [13 - Land Use Regulatory Code](#)
- [Stormwater Management Manual](#), [Side Sewer and Sanitary Availability Manual](#) & [Public Works Design Manual](#)



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