

Parking Lot Changes

A permit for parking lots is required for any work that changes the configuration of existing off-street parking or adding new off-street parking. This includes, but is not limited to, modifying or adding new drive aisles or driveways, reconfiguring existing parking stalls/restripping, adding or removing parking stalls, resurfacing or installing new pavement, and altering pedestrian walkways or access to and from a parking area.

WHY PERMITS ARE REQUIRED

The American with Disabilities Act (ADA) 2010 standards and the International Building Code require accessible parking in public and private parking lots. The required number of accessible parking stalls is proportional to the total number of stalls provided in the parking lot. Individuals with disabilities require parking spaces with access aisles as close to business entrances as possible. Without these parking spaces, many people with disabilities are unable to safely access buildings and other facilities. Details on accessible parking are available from the Northwest ADA Center and can be accessed

online at <http://www.dbtacnorthwest.org> or by phone at 1-800-949-4232 or TTY 711.

The City's Land Use Regulatory Code provides minimum parking lot development standards that are applicable to drive aisles, parking stall size, driveway location, pedestrian pathways, lighting, and landscaping. These standards are contained in the Tacoma Municipal Code (TMC) Sections 13.06.502, 13.06.510, 13.06A.065 and 13.06.512.

We understand that additional costs may be incurred when restriping parking lots to ensure accessibility. However, the City of Tacoma is committed to ensuring accessibility for everyone. If you have any questions about the permitting process or would like to submit an application, please contact Planning and Development Services staff at (253) 591-5030 or in person during open Lobby Hours at the City of Tacoma Municipal Building, 747 Market Street, 3rd Floor.



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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SUBMITTAL REQUIREMENTS

All application materials must be submitted in electronic PDF format.

- Site plan including layout of parking spaces, drive aisles, and other proposed changes to the parking lot,
- must contain dimensions and be to scale
- Location and dimension of proposed accessible parking stalls and access aisles
- Location and dimension of accessible pathways provided from the parking spaces to the building
- Location and dimension of accessible pathways provided from the right-of-way to the building
- Documentation addressing the Environmental Services Stormwater Management requirements, if modifying the drainage in any way.



ENVIRONMENTAL SERVICES

If adding, removing, or replacing pavement, gravel, or other impervious surfaces, stormwater regulations for pollution generating surfaces are applicable.

For more information, go to:

<https://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=3092> or contact Surface Water Management at (253) 591-5281.

RESOURCES

- Revised Code of Washington Chapter: [70.92 – Provisions in Buildings for Aged and Handicapped Persons](#)
- 2012 International Building Code (IBC) Chapter 11 Accessibility ICC/ANSI A117.1 Accessible and Usable Buildings
- [Tacoma Municipal Code](#)
 - 2.02 Building Code
 - 13.06.502 Landscaping
 - 13.06.510 Off-Street Parking
 - 13.06.512 Pedestrian and Bicycle standards
 - 13.06A.065 Downtown Parking Standards
 - 12.08 Wastewater and Surface Water
- TacomaPermits.org – Tip Sheets, Resource Library



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