



**Commercial Building Permit Submittal Checklist:  
Alterations/Additions**

This checklist should be used as a guide of basic requirements to prepare an application. Submittal of additional plans or information may be required to complete a review. **For power utility and electrical permits, contact Tacoma Public Utilities (TPU). For gas permits, contact Puget Sound Energy (PSE). Projects involving Substantial Alteration/Construction and Change of Occupancy require a scoping meeting prior to submitting an application.**

Provided	Not Applicable	Required Attachments: <i>Commercial Alteration</i>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Project Summary Copy of previous determinations/interpretations (e.g. waivers, variances, correspondence) State Environmental Policy Act (SEPA) <input type="checkbox"/> Copy of determination or <input type="checkbox"/> Checklist and applicable filing fee
<b>Drawings professional stamp and signature as applicable</b>		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Architectural site plan, floor plan, exiting plan, elevations, and details Plumbing and riser diagrams, waste vent and supply water diagrams Mechanical HVAC venting, supply/return air, wall/ceiling penetrations, duct work Electrical reflected ceiling plan, egress lighting, exterior lighting Structural Drawings
<b>Forms, Reports, Calculations professional stamp and signature as applicable</b>		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Specifications Energy code forms for mechanical, lighting, and building envelope Structural Calculations (stamped and signed by same as engineer on the structural plans) Plumbing Fixture Count Traffic Engineering <input type="checkbox"/> <a href="#">Traffic Generation Worksheet</a> or <input type="checkbox"/> Traffic Impact Statement / Full Traffic Impact Analysis
<b>Additional Requirements / Notes</b>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<b>Project Valuation \$ _____ Existing Building Value (per ICC) \$ _____</b> <b>Substantial Alteration or Construction</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Change of Occupancy</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Substantial Renovation or Construction is defined as: Remodeling, alteration, or reconstruction of, and/or addition to, an existing building within a two-year period, the cost of which exceeds 50 percent of the value of the building as calculated using the latest Building Valuation Data published by the International Code Council. The two-year period shall be measured from the issuance date of the initial building permit for the project.</small>		
<b>Scoping Meeting Date: _____ PRE Record No.: _____</b>		

\*Include this form as a PDF attachment to your application.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: This checklist 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](http://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.