



**Building Permit Submittal Checklist:
Commercial New Building (BLDCN)**

This checklist may 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.

Provided	Not Applicable	Required Attachments
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Project Summary & Code Analysis Copy of previous determinations/interpretations (e.g. waivers, variances, correspondence) Associated Land Use Application Number: LU16-_____ <input type="checkbox"/> SEPA <input type="checkbox"/> Other _____
Drawings professional stamp and signature as applicable		
<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 Mechanical HVAC venting, supply/return air, wall/ceiling penetrations, duct work Electrical reflected ceiling plan Structural Drawings
Forms, Reports, Calculations professional stamp and signature as applicable		
<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 Geotechnical Report Structural Calculations, stamped and signed by same as engineer structural drawings Plumbing Fixture Count Traffic Engineering <input type="checkbox"/> Traffic Generation Worksheet <input type="checkbox"/> Traffic Impact Analysis <input type="checkbox"/> Traffic Memo <input type="checkbox"/> Prepared by Traffic Engineer <input type="checkbox"/> Prepared by design professional
Additional Requirements / Notes		
<input type="checkbox"/>	<input type="checkbox"/>	Subsequent deferred submittals or phased permitting, if proposed, must be submitted by the registered architect for the project. The initial submittal must list the type of permit, scope of work, and anticipated dates of all submittals on the cover sheet for staff review.
<input type="checkbox"/>	<input type="checkbox"/>	Electrical permits are obtained separately by the applicant from Tacoma Power.
<input type="checkbox"/>	<input type="checkbox"/>	A separate Site Development Permit application is required <u>prior to or on the same day as</u> a Commercial New Building or Alteration application for any associated site work, utilities, clearing, grading, cut or fill, paving, gravel, parking lot, restriping, landscaping, and stormwater facilities on private property.
Pre-Application Meeting Date _____ PRE Record No.: _____		

***NOTE: This checklist must be filled out, signed, and attached as a PDF to your permit application.
 *All PDF files must be named appropriately, flattened, unlocked/unprotected, with bookmarked pages per the [Electronic File Standards Tip Sheet](#).**

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 (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.