

OVER THE COUNTER (OTC) PERMITS

The over-the-counter (OTC) permit application process is a briefer version of our traditional application process that can be done in the Planning and Development Services (PDS) Permit Center for same-day review and permit issuance. Please note that although many projects may be eligible for OTC permits, there are some that will still require the traditional approach. The estimated time to get an OTC permit is 1 - 2 hours unless it is not eligible.

The City has attempted to streamline the process as much as possible, but each project is individual and must be reviewed prior to the City making the final determination that an OTC permit may be issued. OTC review may be done during walk-in hours without an appointment – except for Commercial permits that require a coaching meeting with an engineer (see OTC permit descriptions).

Among the permits not suited to the OTC process are those for shoreline properties, sensitive areas, properties with septic systems and those properties that require geotechnical analysis due to steep slopes, unstable soils.

TO BE ELIGIBLE FOR OTC REVIEW

1. The project must be one of the permit types listed in the table.
2. The property is not located in the flood plain, critical areas, historic district, or shoreline district.
3. The project is minor and does not require structural review.
4. The project does not need more than two reviewers.
5. All required bonding and licensing is obtained.

WHAT TO BRING

1. Bring all documents and information required for review. Please see review checklists online at TacomaPermits.org.
2. Bring a form of payment for the permit.

OVER THE COUNTER (OTC) ELIGIBLE PERMITS

PERMIT	DESCRIPTION
*Residential	
BLDRA	Residential Alteration - window replacement - woodstove - siding modification or replacement - roof overlay with prior pre-inspection completed
DEMOR	Residential Building Demolition - complete demolition of a building
MECHR	Residential Mechanical - like for like replacement - heat pump, furnace
PLMBR	Residential Plumbing - like for like replacement - re-pipe, water heater
Site Development	
RUSE	Right-of-Way Use Overtime Parking
RUSE	Right-of-Way Use Barricade
RCON	Right-of-Way Construction Paving - repair/replace only
RCON	Right-of-Way Construction Driveway - repair/replace only
RCON	Right-of-Way Construction Paving - repair/replace only
STORM	Storm Connection
SEWER	Sanitary Connection
WATER	Water Connection
REQUIRES A COACHING APPOINTMENT SEE BUILDING COACHING TIP SHEET	
**Commercial	
BLDCA	Commercial Alteration - minor work that does not involve additions, change of use, or land use permitting
MECHC PLMBC	Commercial Mechanical or Plumbing - like for like replacement or repair
DEMOC	Commercial Demolition - complete building demolition less than 12,000 sf cumulative floor area

*Single-Family, Duplex, Townhomes of 1-2 units

**Commercial, Multifamily or Townhouse buildings 3+ units, Mixed-Use, all other Non-Residential construction



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.

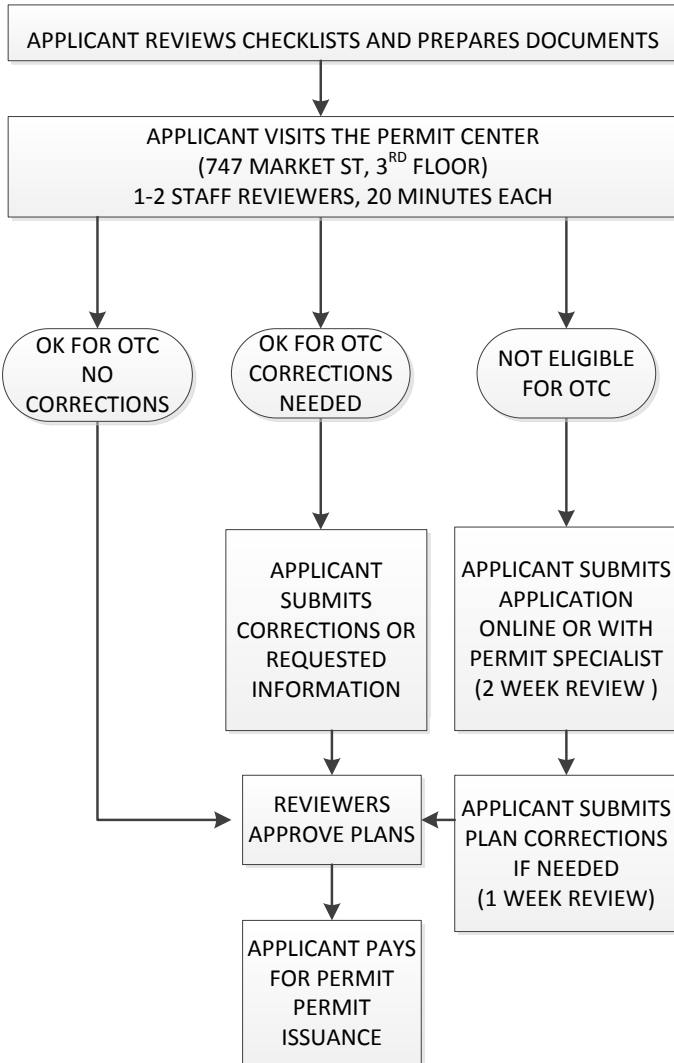
More information: City of Tacoma, Planning and Development Services | www.tacomapermits.org (253) 591-5030

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

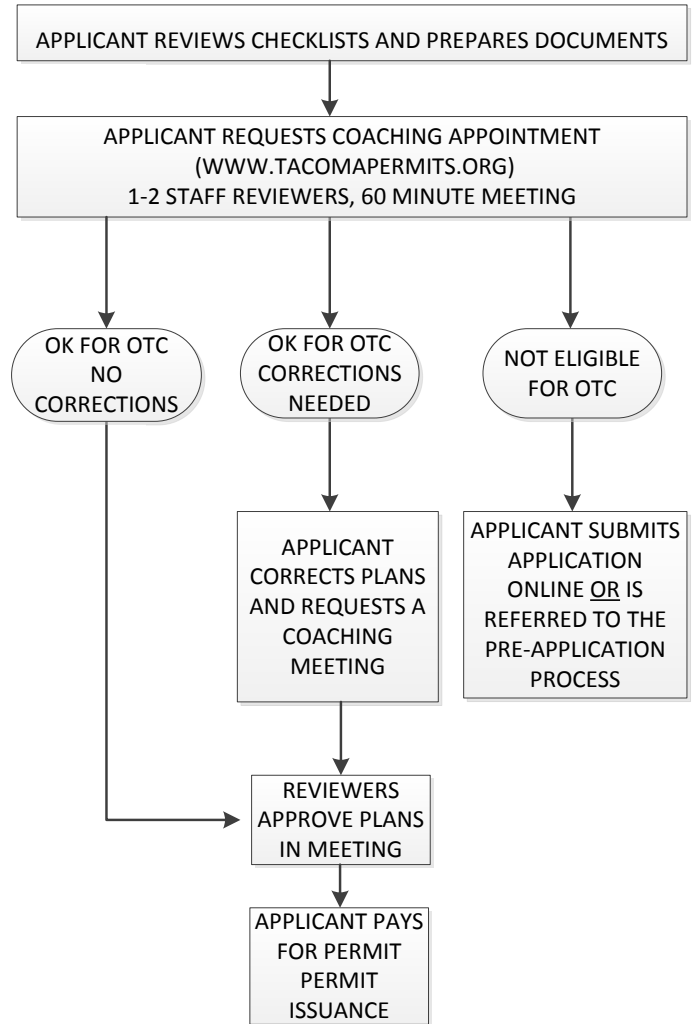
TTY or STS users please dial 711 to connect to Washington Relay Services.

OVER THE COUNTER (OTC) PERMITS

RESIDENTIAL AND SITE DEVELOPMENT (OTC) PERMIT PROCESS



COMMERCIAL (OTC) PERMIT PROCESS



ELECTRICAL PERMITS

All electrical permits are issued by Tacoma Public Utilities (TPU). Please contact Tacoma Power for more information at www.mytpu.org/tacomapower.

APPLICATIONS

Applications are available online at TacomaPermits.org, along with Tip Sheets, Maps, and a Resource Library where you can find helpful permitting information.



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