

PERMIT AND INSPECTION STATUS

How to Check Status of a Permit

- 1) Go to **Tacoma Permits (ACA)** - <https://aca.accela.com/tacoma/>
- 2) Use the **global search bar** at the top of the page or use the **Search Permit Records** function to locate a permit record.

The screenshot shows the City of Tacoma Permits website interface. At the top left is the City of Tacoma logo. The main header includes "City of Tacoma WASHINGTON" and navigation links for "Announcements", "Accessibility Support", "Register for an Account", and "Login". A red box with an arrow points to a "Search..." input field, with the text: "If you already know the record/permit number, you can use the global search". Below the header is a navigation bar with "Home" and "Permits" tabs. Under "Permits", there is an "Advanced Search" dropdown. The main content area is divided into two columns. The left column contains a "Welcome to the Tacoma Permits!" message, a description of services, a section titled "What would you like to do today?" with a link to "Search Permit Records", and a "Permits" section. A red box with an arrow points to the "Search Permit Records" link, with the text: "If you need to find the record/permit number, you can use this to search by address, parcel, project name, etc.". The right column contains a "Login" form with fields for "User Name or E-mail:" and "Password:", a "Login »" button, and a "Remember me on this computer" checkbox. Below the login form are links for "I've forgotten my password" and "New Users: Register for an Account".



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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Search by Address

General Search
Search by Address
 Search by Licensed Professional Information
 Search by Record Information

Address No. - To

Unit No.:

Direction:

Street Name:

Street Type:

Search
Clear

- 3) If you are searching by address, it is recommended to start your search with only the address number and street name. You can also use the % sign if you only have part of the street name (i.e. %Mark% instead of Market).
- 4) Once you have selected the record, use the **Record Info** drop-down menu to select **Processing Status**. The **Record Status** also provides the overall status of the record or permit review.

BLDCA16-0302
Q

Home
Permits

Search Permit Records

Record BLDCA16-0302:
Commercial Alteration
Record Status: Plan Review in Progress

Record Info

Record Details

Processing Status

Related Records

Inspections

Payments

Record Statuses:

Awaiting Resubmittal/Revisions	Missing or Incorrect Info
C of O Issued	Missing Required Documents
Canceled	NPDES Inspection Required
Closed	Pending Intake Screening
Complete Application	Permit Fees Due
Consultation Meeting Required	Permit Issued
Denied	Plan Review in Progress
Expired	Ready to Issue
Field Revisions	Revisions Required
Final	Revision Review in Process
Final Inspection	Temp CO Issued
Incomplete Application	Waiting for Information
Meeting Scheduled	



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Processing Status

- * ▶ Application Submittal
- 🕒 ▶ Plans Distribution
- ✓ ▼ Building Review
 - Due on 05/02/2016, assigned to Scott Beard (sbeard@cityoftacoma.org)
 - Marked as Revisions Required on 05/17/2016 by Joel Rasmussen (jrasmussen@cityoftacoma.org)
 - ✓ Building
 - ✓ Energy
 - ✓ Mechanical
 - ✓ Plumbing
 - ✓ Structural
- ✓ ▶ Land Use Review
- ✓ ▶ Critical Areas Review
- ▶ Site Development Review
- ✓ ▼ Traffic Review
 - Due on 05/13/2016, assigned to Jennifer Kammerzell (jkammerzell@cityoftacoma.org)
 - Marked as Approved w/ Comments on 05/16/2016 by Jennifer Kammerzell (jkammerzell@cityoftacoma.org)
 - Historic Review
- ✓ ▶ Fire Protection Review
- Real Property Review
- Tacoma Water Review
- Tacoma Power Review

Click on triangles to find out status of individual reviews

🕒 Hourglass = In review
✓ Green check mark = Review completed and can include the following statuses:
Approved
Approved w / comments
Denied
Internal Notes
Review Begun
Review Not Required
Revisions Required

- 5) Once you have reached this page, you can expand the different review lines to see the status of that specific review. When a department has assigned a reviewer, their name and email address will be shown.

Note: A permit is not ready until the status shows as *Ready to Issue* and the applicant has been contacted.



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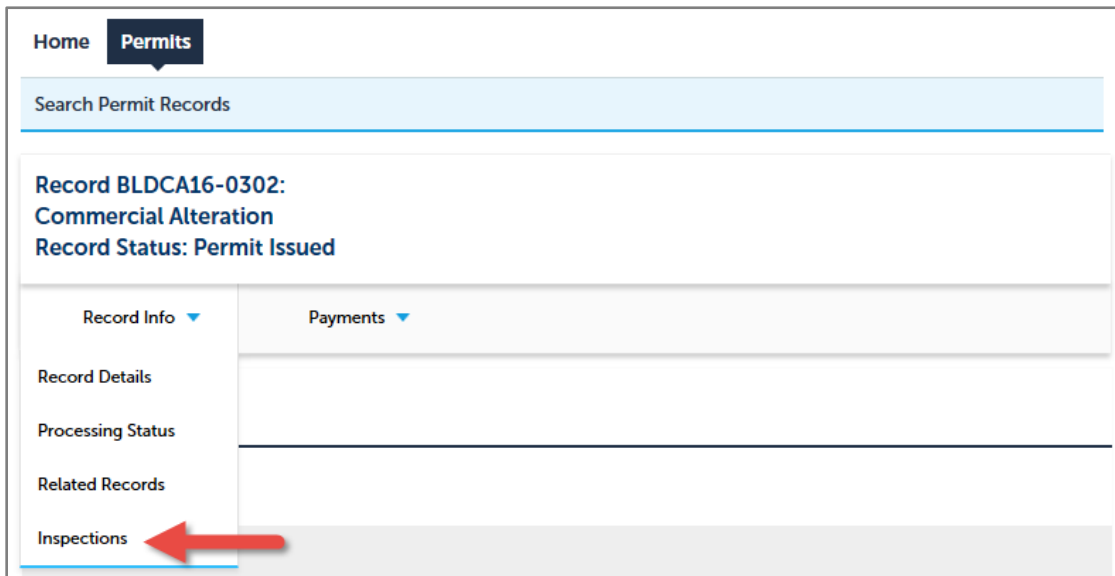
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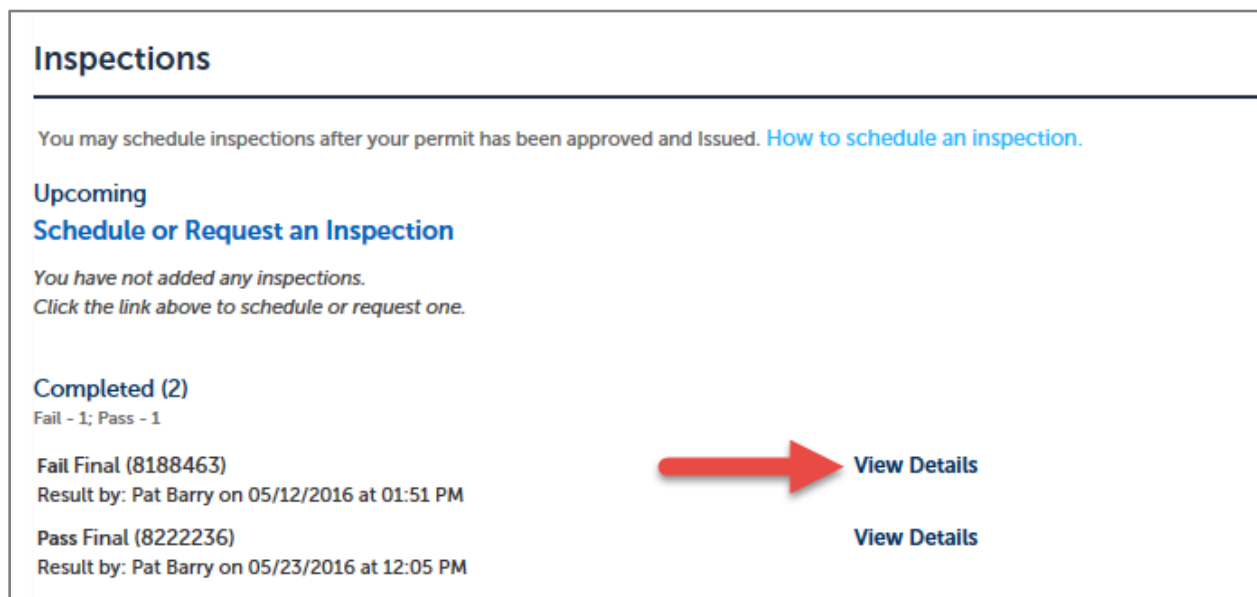
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How to Check Inspection Status and Results

- 1) Follow steps one and two above to locate and select the desired permit record.
- 2) Once you have selected the record, use the **Record Info** drop-down menu to select **Inspections**.



- 3) Inspection information will be listed here. Select **View Details** to see more information.



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- 4) Select **View Status History** and **View Result Comments** for more details.

Status	Details								
<p>Fail 5/12/2016 1:51 PM Desired Date: TBD</p> <p><i>Last updated</i> Pat Barry 5/12/2016 1:57 PM</p> <p>View Status History</p> <p>View Result Comments</p>	<p>Record</p> <div style="border: 1px solid green; padding: 5px; margin: 10px 0;"> <p>Selections will expand the status history and inspection result comments for this inspection</p> </div>								
<h3>Related Inspections</h3> <p>Showing 0-0 of 0</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Inspection Name</th> <th>Relationship</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="4">No records found.</td> </tr> </tbody> </table>		ID	Inspection Name	Relationship	Status	No records found.			
ID	Inspection Name	Relationship	Status						
No records found.									

Status History

Showing 1-2 of 2

Status	Status Date/Time	Inspector	Update Time	Updated By	Result Comments
Fail	5/12/2016 1:51 PM	Pat Barry	5/12/2016 1:57 PM	Pat Barry	1. Need electrical, plumbing, ... read more
Scheduled	5/12/2016 9:00 AM	Pat Barry	5/11/2016 10:24 AM		

Result Comments

Showing 1-1 of 1

Pat Barry (5/12/2016 1:57 PM)

1. Need electrical, plumbing, and mechanical signed off prior to building final. 2. Install carbon monoxide detector within the vicinity of all bedrooms and at least one on each floor. 3. Insulate floor and provide ground cover In crawl space. (R-30) 4. Reins... [read more](#)



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