

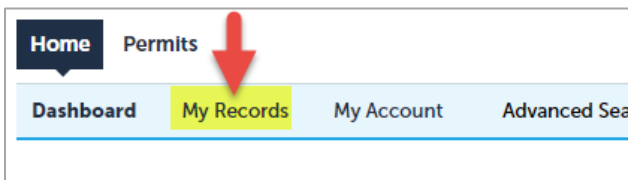
How to Submit Plan Revisions

This Tip Sheet provides instructions on how to submit revisions (plan corrections) for Building Permits, Site Development Permits, and Work Order Permit applications that have not yet been issued. The Applicant designed on the application will receive notification when the Review Comment Memo is ready to view or download. Revisions may be submitted after receiving the Review Comment Memo. Questions? Please contact Application Services at (253) 591-5030.

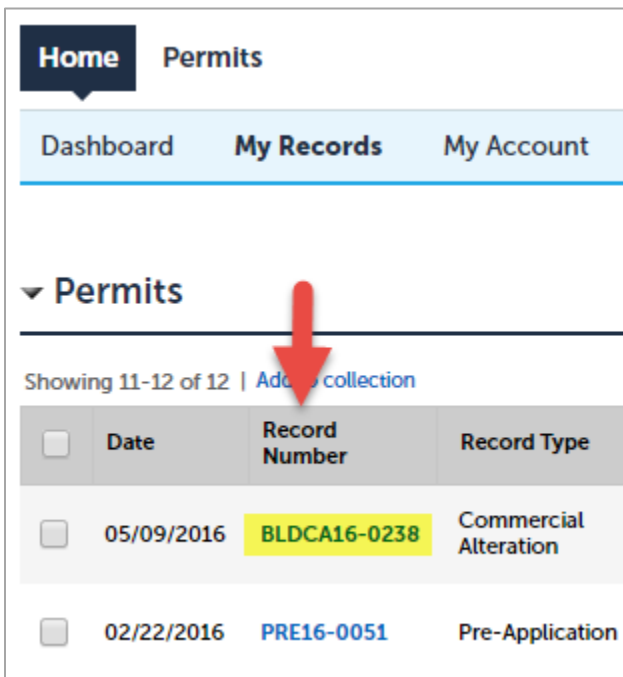
How to Submit Revisions

1. LOG IN AT TACOMA PERMITS (ACA): <https://aca.accela.com/tacoma/>

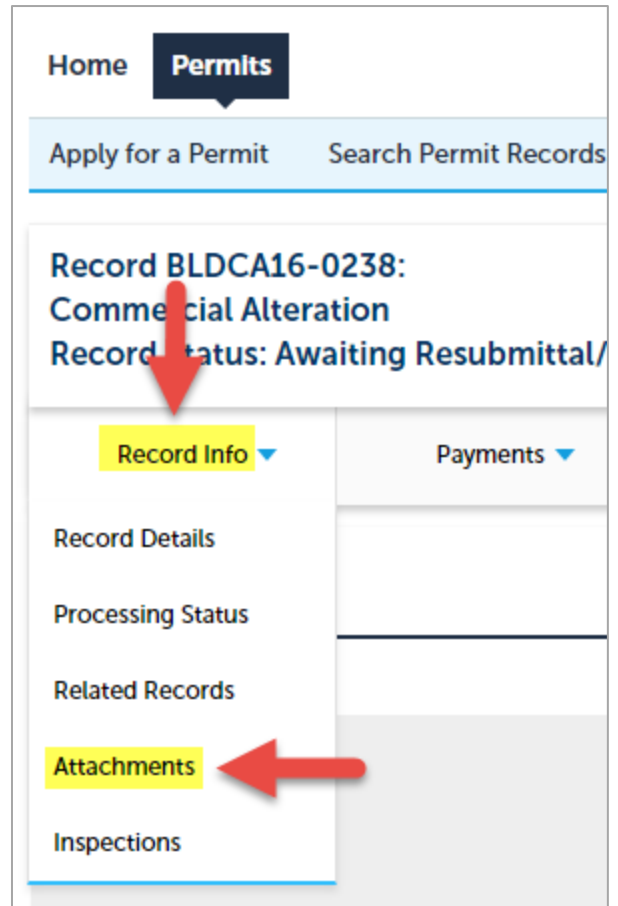
2. GO TO MY RECORDS.



3. SELECT THE RECORD NUMBER.



4. SELECT THE RECORD INFO DROP-DOWN MENU AND SELECT ATTACHMENTS.



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.

How to Submit Plan Revisions

5. SELECT THE NAME HEADING TO SORT DOCUMENTS ALPHABETICALLY.

Attachments

Attach drawings and other documents that are required for review permit is issued. To reach this page again, login and go to My Rec

Note: Your document is not attached until the Latest Update colour please contact us at (253) 591-5030.

Each attachment must be a PDF file of 50 MB or less, flattened, and htm;htm;mht;mhtml are disallowed file types to upload.

Name	Description	Record ID
Specifications.pdf	Specifications	BLDCA16-0238

The Review Comment Memo provides general notes and notes requiring revisions, with the document file names that need revisions.

TACOMA PERMITS
CITY OF TACOMA
Planning and Development Services
REVIEW COMMENT MEMO

747 Market St
Tacoma, WA 98402
(253) 591-5030

RECORD # SDEV16-0050 - SITE DEVELOPMENT - New Cold Tacoma Warehouse Facility

GENERAL COMMENTS

Comment	Reviewer
Shipping and signage plan create required. Trucking and sales dimension. Gates or restricted access areas shown. I did not see it in Civil or related Architectural. (Providing on Building Permit, make a reference or note on plans.	JHAMMERZEL
City ordinance 12.10.045 requires a separate water service and meter for each parcel.	JANGEL
Customer is currently under contract with Tacoma Water to design new water mains for the site. This will include reting of existing mains and facilities and new installations of water mains and facilities. No construction of any structures will be allowed while Tacoma Water facilities are active.	
Extension of a permanent water main shall be constructed by private contract. The developer of the privately financed project will be responsible for all costs and expenses incurred by Tacoma Water for preparation of plans and specifications, construction inspection, testing, flushing, sampling of the mains, and other related work necessary to complete the new water main construction to Tacoma Water standards and specifications. The engineering charge for the preparation of plans and specifications will be estimated by Tacoma Water. The developer will be required to pay a deposit in the amount of the estimated cost. The actual costs for the work will be billed against the developer's deposit. The new mains will be installed by and at the expense of the developer. The developer will be required to provide a 20-foot wide easement over the entire length of the water main, fire hydrant, service laterals and meters. The developers Professional Land Surveyor shall prepare and submit the legal description of the easement to Tacoma Water for review and processing. Prior to construction, a second deposit in the estimated amount for construction inspection, testing, and sampling will be due to Tacoma Water. Upon completion of the project, the developer will either be refunded the unused amount of the deposit or billed the cost over-run. Approximate design time is ten weeks.	
Customer is advised to obtain private utility easements for any property-side water pipes leading from the City meter to the building on any portions existing on adjacent parcels.	
If fire sprinkling, contact the Tacoma Water Permit Counter at (253) 502-8247 for policies related to combination fire/domestic water service connections.	
New water services will be installed by Tacoma Water after payment of the Service Construction Charge and the Water Main Charge. New meters will be installed by Tacoma Water after payment of the System Development Charge.	
If a new fire hydrant is required at a location with an existing water main, the hydrant will be installed by Tacoma Water after payment of an installation charge.	
If existing water facilities need to be relocated or adjusted due to horizontal improvements for this proposal they will be relocated by Tacoma Water at the owners' expense.	
Sanitary sewer mains and sidesewers shall maintain a minimum horizontal separation of ten feet from all water mains and water services. When extraordinary circumstances dictate the minimum horizontal separation is not achievable, the methods of protecting water facilities shall be in accordance with the most current State of Washington, Department of Ecology "Criteria For Sewage Works Design".	

6. SELECT THE "REVIEW COMMENT MEMO" TO VIEW / DOWNLOAD TO YOUR COMPUTER.

Attachments

Attach drawings and other documents that are required for review permit is issued. To reach this page again, login and go to My Rec

Note: You should see a green banner at the top of your screen wh please contact us at (253) 591-5030.

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Name	Description	Record ID
Redlined PLUMBING Needing Revision.pdf		BLDCA16-0312
Redlined STRUCTURAL Needing Revision.pdf		BLDCA16-0312
Review Comment Memo.PDF	Review Comment Memo	BLDCA16-0312
SEPA Checklist_6-	SEPA Environmental	BLDCA16-0312

7. VIEW / DOWNLOAD THE DOCUMENTS LISTED IN THE REVIEW COMMENT MEMO.

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Name	Description	Record ID
NREC - Mechanical Energy Form.pdf	Mechanical Energy Code Form	BLDCA16-0312
Redlined ARCHITECTURAL Needing Revision.pdf		BLDCA16-0312
Redlined MECHANICAL Needing Revision.pdf		BLDCA16-0312



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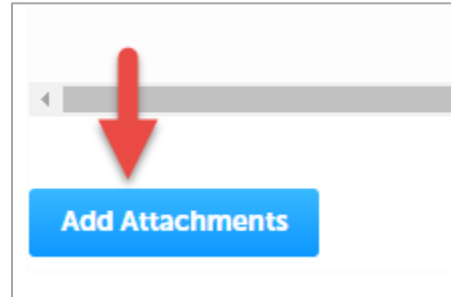
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8. PREPARE REVISIONS.

“Cloud” all changes on revised documents so that staff know where the changes were made on the drawings, except for Work Order drawings. For Work Orders, just change the drawings appropriately without any clouding.

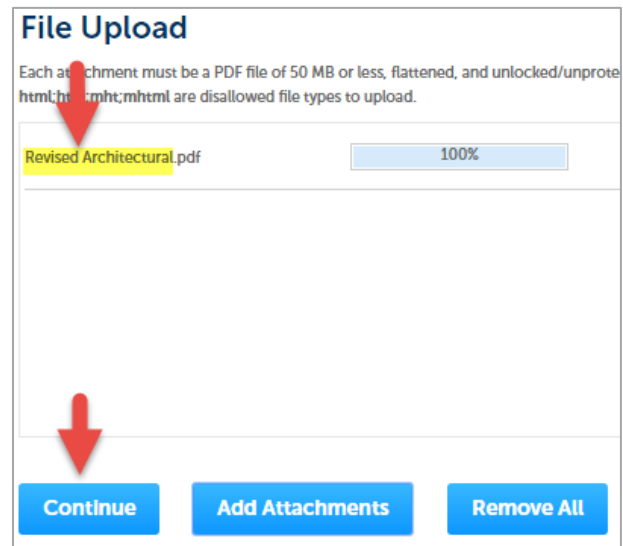


9. PREPARE REVIEW RESPONSE LETTER.

For all commercial permits, a revision response letter that addresses each review comment in the Comment Memo must be provided. For all residential permits with plans completed by a design professional, the design professional must provide a revisions response letter. If you have questions or believe any of the review comments should not apply, please contact the appropriate reviewer directly to discuss the comment. If the reviewer agrees the comment does not apply, document this in the revision response letter.

A Staff Directory is listed online at TacomaPermits.org under “Contact Us”.

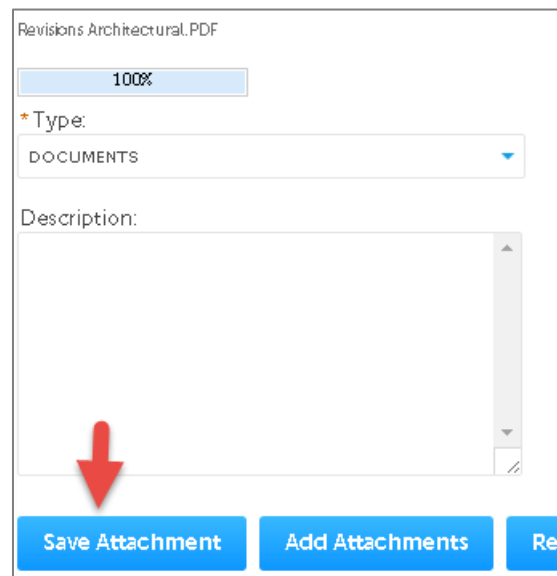
Note: If revisions are submitted without a response letter, this could delay review of your project.



10. SUBMIT REVISIONS & RESPONSE LETTER.

Once you have made all necessary corrections to the documents, **repeat steps 1-4 above**.

- Select Add Attachments.
- Select document from your computer (may select multiple documents).
- Select Continue and Save Attachment.



RESOURCES

- [Electronic File Standards](#)
- [Permit Timelines](#)
- [Submittal Checklists](#)



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