



Residential Building Submittal Checklist
NEW Single-Family / Duplex / Townhomes 1-2 units / Detached Structures

This checklist may be used as a guide for basic requirements to prepare an application. Submission of additional plans or information may be required to complete a review for buildings on view-sensitive, small-lot, shoreline or historic properties, or buildings near critical areas, steep slopes or unstable soils. If you would like to find out whether these items could apply, please contact us at (253) 591-5030.

Also see [Drawings: Site Plans, Floor Plans, and Elevations](#)
[Electronic File Standards](#)

Property Information	
Site Address:	Parcel No:
Estimated Value:	\$
<ul style="list-style-type: none"> • Each document or document set listed below must be separated into <u>its own</u> PDF file (e.g. architectural plans should be combined into one PDF). Plan sets that are divided into separate pages will not be accepted. • Number and label each page of each document. • New structures within a view-sensitive district that appear to be 20 feet or taller may require a coaching meeting. A height survey completed by a licensed surveyor may be required. 	
Required	Document Sets
<input type="checkbox"/>	<p>Site plan that shows the following:</p> <ul style="list-style-type: none"> • North arrow, scale and legend • Property lines and corners with dimensions of parcel • Building footprints with dimensions • Setback dimensions from property lines and other buildings/structures on the property • Labeled adjacent streets and alleys • Driveways and parking areas with dimensions, existing/proposed gravel or paving areas • Utility locations, including sewer lines (you cannot place new buildings over sewer lines) • Usable yard-space calculation (Section 13.06.100.D.7, <i>Minimum Usable Yard Space</i>) • Finished floor elevation, especially within view-sensitive districts
<input type="checkbox"/>	<p>Architectural plans including everything below:</p> <ol style="list-style-type: none"> 1) Floor plans for all floors and basements including: <ul style="list-style-type: none"> • Dimensions and use of each room (existing and proposed) • Plumbing fixture location (basement fixtures may need backwater valves and the applicant must verify manhole elevations) • Location of smoke and carbon monoxide detectors • Location of all windows and doors with dimensions • Shear wall/brace wall locations • Detail on plans of how the home is being heated, including fuel source for appliances/fixtures. A gas piping diagram is required whenever gas appliances are used • Show on plans or submit supporting documents how the project meets Washington State Energy Code energy credits and insulation requirements. More information can be found here: http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx#EnergyCodeWorksheets 2) Framing plans for floors, roof, walls which specify size and type of framing members beams, headers, etc. with dimensions and shear wall/brace wall locations 3) Roof plans – peaks, valleys, overhangs with dimensions 4) Elevation drawings including the following:

	<ul style="list-style-type: none"> • Labeled "north", "south", "east", and "west" • Scale <u>and</u> building dimensions • Specify materials • Location of all windows and doors with dimensions <p>5) Section plans and connection details including the following:</p> <p>a) Detail compliance with energy code</p> <p>b) Specify size and type of framing members for <i>floors</i>, walls, ceiling/roof, beams, headers, etc.</p> <p>c) Connection details and load paths</p> <p>6) Foundation details that show live and dead loads are adequately supported showing footing dimensions, depth, reinforcement, and material</p> <p>7) Applicable to small lot development standards: please provide references and all details on architectural drawings that would be applicable under Section 13.06.145.</p> <p>8) Applicable to View Sensitive Districts: height survey points with finished floor elevation mark</p>
<input type="checkbox"/>	<p>Calculations</p> <p>Provide Design Criteria. Either provide structural engineering prepared by a Washington State licensed professional or detail compliance with the current version of the International Residential Code showing how the home is being built prescriptively by providing a code analysis.</p>
<input type="checkbox"/>	<p>Stormwater Site Plan (SSP) if project results in 2,000sf or more new or replaced impervious surfaces</p>
<input type="checkbox"/>	<p>Stormwater Pollution Prevention Plan (SWPPP) if project results in 2,000sf or more new or replaced impervious surfaces or 50 cubic yards or more clearing and grading.</p>
<input type="checkbox"/>	<p>Other items identified by staff, which may include geotechnical report, height survey, wetland report, historical approval, variance, or other decision or determination.</p>
Detached Garages, Sheds, and Accessory Buildings	
<p>NOTE: All drawings must be in <u>one</u> PDF file named "Drawings". Your "Drawings" PDF is a required attachment to your building permit application. Drawings must include sheets for Site Plan, Floor Plans, Framing Plans, Roof Plans, Elevations, Section Plans, and Foundation and Connection Details as described below.</p>	
<input type="checkbox"/>	Site plan showing property lines and distance to adjacent properties and right-of-way
<input type="checkbox"/>	Top view framing plan for floor and roof
<input type="checkbox"/>	Section view showing roof to foundation
<input type="checkbox"/>	Elevation views from each side with labels
<input type="checkbox"/>	Foundation details
<input type="checkbox"/>	Connection details and fire rating if within 5 feet of property line
Notes	
<p>You may apply for a Residential New Building Permit online at https://aca.accela.com/tacoma/.</p> <p>Instructions: Once you've registered online, login and select Permits to submit an application. All submittal requirements must be attached to your application as PDF's, labeled as noted above, <u>flattened and unprotected</u>. Stormwater modeling files may be submitted in their native formats (e.g. .whm, .wh2, .mgs).</p> <p>If you need assistance or are unable to submit online, please contact us at (253) 591-5030. For electrical permits, contact Tacoma Public Utilities (TPU) www.mytpu.org.</p>	

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.