



Right-of-Way Permit Submittal Checklist:
ROW Occupancy (ROCC)

This checklist may be used as a guide for basic requirements to prepare an application. Submittal of additional plans or information may be required to complete a review. All documents must be in PDF format per the [Electronic File Standards Tip Sheet](#) and have document file names as **listed in bold** below.

Required Submittal Items	
<input type="checkbox"/>	<p>Application Fee An email will be sent to the applicant of record when the materials submitted have been screened for intake. An invoice will be uploaded to the record for payment after the materials submitted are determined to be sufficient for review. The payment of the permit fee is required prior to application processing. To obtain an estimation of permit fees associated with the permits, the use of our Fee Estimator Tool is encouraged.</p>
<input type="checkbox"/>	<p>Site Plan A Site plan drawn to scale showing all parcel/property lines, the location and square footage of the area(s) to be occupied, address or parcel number, distance between proposed and existing structures, setbacks from property lines for proposed structures, significant grade changes and known wetlands, driveways, parking, and other paved/graveled areas.</p>
<input type="checkbox"/>	<p>Drawings Specifications for any proposed or existing utility or structure to be constructed, erected, or maintained by the applicant.</p>
<input type="checkbox"/>	<p>Certificate of Insurance <i>This item can be deferred, but will be required prior to completing review. In order to expedite review process, submit at the time of application.</i> For Residential: Proof of homeowner's liability insurance of a limit not less than \$500,000. For Commercial: See Tip Sheet for Requirements.</p>
<p>For Groundwater Monitoring Wells, the following items are also required:</p>	
<input type="checkbox"/>	<p>Supplemental Application for Groundwater Monitoring Wells Found Online at http://tacomapermits.org/wp-content/uploads/2017/10/GMW-Supplemental-Application.pdf</p>
<input type="checkbox"/>	<p>Groundwater Monitoring Well Bond A \$10,000 bond is required per well.</p>
Additional documents	
<input type="checkbox"/>	<p>Proof of Ownership or Owner's Signature If an individual other than the owner on record at the Pierce County Auditor signs this application, proof of ownership (deed, title report) or signature authority is required.</p>
<input type="checkbox"/>	<p>Certificate of Title <i>Required if constructing a subsurface use of the right-of-way (areaway, fuel opening, sidewalk elevator/door, etc.)</i> A certificate of title or other document or indicia of title is required that shows the applicant to be the owner of the property abutting the public right-of-way where the said subsurface activity will occur.</p>
<p>PRE Record No.: _____ (if applicable)</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