



## Planning and Development Services

### New Residential Combination Permit 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. 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.

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.

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

Property Information			
<b>Site Address:</b>		<b>Parcel No:</b>	<b>Estimated Value: \$</b>
<ul style="list-style-type: none"> <li>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.</li> <li>Number and label each page of each document.</li> <li>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.</li> </ul>			
Required	Document Sets		
<input type="checkbox"/>	<p><b>Site plan</b> that shows the following:</p> <ul style="list-style-type: none"> <li>North arrow, scale and legend</li> <li>Property lines and corners with dimensions of parcel</li> <li>Building footprints with dimensions</li> <li>Setback dimensions from property lines and other buildings/structures on the property</li> <li>Labeled adjacent streets and alleys</li> <li>Driveways and parking areas with dimensions, existing/proposed gravel or paving areas</li> <li>Utility locations, including water lines, sanitary sewer lines, and stormwater connections</li> <li>Usable yard-space calculation (Section 13.06.100.D.7, <i>Minimum Usable Yard Space</i>)</li> <li>Impervious surface totals (ie. hard surfaces such as driveways, rooftops, walkways, or decks)</li> </ul>		
<input type="checkbox"/>	<p><b>Architectural plans</b> including everything below:</p> <ol style="list-style-type: none"> <li>Floor plans for all floors and basements including: <ul style="list-style-type: none"> <li>Dimensions and use of each room (existing and proposed)</li> <li>Plumbing fixture location (basement fixtures may need backwater valves and the applicant must verify manhole elevations)</li> <li>Location of smoke and carbon monoxide detectors</li> <li>Location of all windows and doors with dimensions</li> <li>Shear wall/brace wall locations</li> <li>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</li> <li>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: <a href="http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx#EnergyCodeWorksheets">http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx#EnergyCodeWorksheets</a></li> </ul> </li> <li>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</li> <li>Roof plans – peaks, valleys, overhangs with dimensions</li> <li>Elevation drawings including the following: <ul style="list-style-type: none"> <li>Labeled "north", "south", "east", and "west"</li> </ul> </li> </ol>		

	<ul style="list-style-type: none"> <li>• Scale <u>and</u> building dimensions and specify materials</li> <li>• Location of all windows and doors with dimensions</li> </ul> <p>5) Section plans and connection details including the following:</p> <ol style="list-style-type: none"> <li>a) Detail compliance with energy code</li> <li>b) Specify size and type of framing members for <i>floors</i>, walls, ceiling/roof, beams, headers, etc.</li> <li>c) Connection details and load paths</li> </ol> <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>
<input type="checkbox"/>	<p><b>Calculations</b></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><b>Height</b></p> <p>View-Sensitive Districts:</p> <ul style="list-style-type: none"> <li>• Height survey required, signed and stamped by a licensed surveyor</li> <li>• Height survey points with finished floor elevation marks</li> <li>• Finished floor elevation marks must be shown on elevation drawings</li> </ul> <p>Non View-Sensitive Districts:</p> <ul style="list-style-type: none"> <li>• New residential structures utilizing height averaging must include height averaging calculations</li> </ul>
<input type="checkbox"/>	<p><b>Stormwater Site Plan (SSP)</b> if project results in 2,000sf or more new or replaced impervious surfaces</p>
<input type="checkbox"/>	<p><b>Stormwater Pollution Prevention Plan (SWPPP)</b> 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><b>Other items identified by staff</b>, which may include geotechnical report, height survey, wetland report, historical approval, variance, or other decision or determination.</p>
<b>Detached Garages, Sheds, and Accessory Buildings</b>	
<p><b>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.</b> 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
<input type="checkbox"/>	Other items identified by staff
<b>Notes</b>	
<p><b>You may apply for a Residential New Building Permit online at <a href="https://aca.accela.com/tacoma/">https://aca.accela.com/tacoma/</a>.</b></p> <p>Instructions: Once you've registered online, login and select <u>Permits</u> to submit an application for <i>Residential Alteration</i>. All submittal requirements must be attached to your application as PDF's labeled as noted above, <b>flattened and unprotected</b>, except that 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.</p> <p><b>For electrical permits, contact Tacoma Public Utilities (TPU) <a href="http://www.mytpu.org">www.mytpu.org</a>.</b></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](http://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.