



Planning and Development Services

Land Use Submittal Checklist: Reasonable Accommodation

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.

| Provided | Submittal Checklist |
|--|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>Site Plan</p> <p>Building Elevations</p> <p>Floor Plan(s)</p> <p>Written Narrative (brief summary of what the request is for and why, with supporting documentation)</p> <p><i>Building Permit Application Number</i> _____</p> <p><i>PRE Record Number (when applicable)</i> _____</p> <p><i>Other</i> _____</p> <p><i>Note: Additional information may requested by staff during Pre-Application review.</i></p> |
| Additional Notes | |
| <p>The City of Tacoma has multiple tipsheets available to assist with navigating regulations and the permitting process. Applicable tipsheets can be searched by key title words within the Tipsheet Index.</p> <p>Assistance for residential project inquiries (single-family dwellings, duplexes, and townhomes of 1-2 units) can be provided at the Permit Counter without an appointment. Permit Counter hours are listed here: www.tacomapermits.org/contact-us.</p> <p>For projects that require significant research, the applicant may be advised to submit a Pre-Application Request. A Pre-Application Request or discussion of the project at the land use counter is recommended prior to submitting a Reasonable Accommodation application.</p> <p>All permit applications must be submitted electronically: https://aca.accela.com/tacoma/</p> <p>There is no additional Land Use fee associated with Reasonable Accommodation Requests. Requests can be processed concurrent with a building permit application, if required. Information regarding the time it may take for permit issuance is available on the Permit Timeline page.</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.