

# COMPLETENESS REVIEW

While your building permit application is waiting in line to be reviewed by a plans examiner or engineer, we will also work to verify that the submittal contains everything that the reviewer will need for their review. We call this a completeness review. It is applied to BLDCN and BLDCA [permit types](#).

Your completeness review will:

- Be separate from your code review
- Be a way to avoid unnecessary revision cycles
- Include a communication when we find missing information
- Allow you the opportunity to get us the missing information prior to your first review

Completeness review will not:

- Check for code compliance

The list below includes the items that we will look for in our completeness review. We are providing it to you so that you can use it as you prepare and submit your permit. Of course not all of the items apply to all projects and if you have any questions about completeness review contact us: [applicationservices@cityoftacoma.org](mailto:applicationservices@cityoftacoma.org) or 253-591-5030 Option 2.

## A) ELECTRONIC DOCUMENT STANDARDS | PLEASE SEE OUR TIPSHEET ONLINE AT:

<http://tacomapermits.org/tip-sheet-index/electronic-file-standards>

1. **Legibility of documents.** Documents must be legible and viewable.
2. **Document viewing speed.** Documents must not require an unordinary amount of time to view when panning and zooming. Unnecessary data can be removed from PDF documents to optimize viewing. Methods for optimizing PDF documents vary between programs. Links to instructions on two common programs are provided here  
*Bluebeam:* <https://support.bluebeam.com/training-videos/#reduce-file-size-2-0>  
*Adobe*  
<https://helpx.adobe.com/acrobat/using/optimizing-pdfs-acrobat-pro.html>.
3. **Flattened.** Our plan review tools require that all documents be submitted without comments. If you are unfamiliar with flattening documents using

your PDF program, documents can typically be flattened by printing to PDF from an existing PDF.

4. **Bookmarks.** Bookmarks specifying the sheet number and description are required for the quick review of plans.

## B) PROJECT SITE PLAN (IBC 107.2.5)

1. **Overall Site Plan Stamped and signed.** Design prepared by a licensed design professional consistent with Washington State laws.
2. **Vicinity Map.** The construction drawings should include a vicinity map showing nearest cross streets and where on the parcel the work is proposed.
3. **Site arrival points.** Show site arrival points from the Public Way on the project site plan.
4. **Property Lines (Real & Imaginary).** Show real and imaginary property lines with dimensions on the plans to demonstrate the code basis of design intent consistent with IBC 503.1.2. Include all new and existing buildings and structures.
5. **Locations of New & Existing Bldgs.** Show locations of existing buildings, new buildings, and additions on the project site plan.
6. **Property Boundaries & Dimensions.** Show property boundary lines and dimensions to existing buildings and new buildings and structures on the site plan.
7. **Accessible entrances, means of egress & routes.** Provide labels on project site plan showing accessible features and routes with information to articulate the design intent for accommodating changes in elevation and cross slopes. (IBC 1009.2, 1104.1 & 1105)
8. **Accessible parking & routes.** Show all accessible parking stalls and routes to the building entrances and demonstrate that slopes, cross slopes, and required accessible features are provided. See ANSI A117.1, IBC Chapter 11, and IEBC as appropriate for the project.
9. **Flood hazard area.** Show flood hazard areas and applicable elevations for the parcels associated with the scope of work and work area. Maps with flood hazard areas can be found at <http://tacomapermits.org/projects/maps>



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## C) ARCHITECTURAL PLANS (IBC 107)

1. **Scope.** Provide a written summary of the project scope on the construction drawings.
2. **New and Existing Work.** Provide as-built drawings of existing conditions, demolition plan, and proposed plan. Clearly show the difference between existing elements and new work. This is often shown via screened or light colored lines for existing vs heavy/darker colored lines for new work.
3. **Stamped and signed drawings if the building is multifamily over 4 units or is over 4,000 sf.**  
Per Washington State Law RCW 18.08, any structures with 4 dwelling units or over 4,000 SF in overall size is required to have a stamped design professional with a license in architecture or engineering provided on each sheet of the design plans.
4. **Applicable Codes.** Identify the currently adopted City of Tacoma codes applicable to the project including edition. Currently adopted codes are listed on our website at <http://tacomapermits.org/building-code-library>
5. **IEBC Code Path.** Clearly indicate on the construction drawings if this project is utilizing the prescriptive, work area, or performance method. (IEBC chapter 3)
6. **Deferred Submittals/Separate Permits.** Clearly show all construction or clearly indicate that work will be submitted as a deferred submittal or separate permit. See our deferred submittal tip sheet: <http://tacomapermits.org/tip-sheet-index/deferred-submittals-new>.
7. **Accessible routes.** Provide a floor plan indicating accessible routes to areas of primary function throughout the building (IBC 1104).
8. **Building Key Plan.** Provide a key plan showing where work is occurring in relation to the entire building.
9. **Building Area.** Provide allowable area calculations in accordance with Chapter 5 of the IBC, including per story area and total building area. Be sure to include any area increases as allowed by IBC 506.
10. **Construction Type.** List the type of construction used in this project as defined by Chapter 6 of the IBC (IA, IB, IIA, IIB, IIIA, IIIB, IV, VA, VB).
11. **Occupant Load.** Provide occupant load and occupant load factors. Ensure that appropriate factors are used based on the function of each space as shown on Table 1004.1 of the IBC.
12. **Occupancy type.** Specify occupancy classification and use in accordance with Chapter 3 of the IBC.
13. **Separated/Non-separated Occupancy.** Indicate if the building has multiple occupancy classifications. If so, specify if compliance is achieved using separated or non-separated use. (IBC 508).
14. **Plumbing fixture calculations.** Provide plumbing fixture calculations based on Chapter 29 of the IBC. Calculations are based off of the occupant load and occupancy type of the tenant.
15. **Accessibility Details.** Provide accessible details as defined by the ICC A117.1-2009 and IBC Chapter 11.
16. **Floor Plan Code Information.** Provide detailed floor plans that include function of each space, dimensions of each space, life safety features, and other items necessary to demonstrate code compliance. (IBC 107).
17. **Impacts to adjacent spaces.** Show adjacent spaces including the means of egress of those spaces to clearly identify how this project may impact the means of egress for those adjacent spaces.
18. **Egress Diagrams CP/TD/Continuity to PW.** Provide a floor plan showing the common path of travel and the total travel distance to an exit. Show how exit discharge has continuity to the public way. (IBC chapter 10)
19. **Door and Window Information.** Provide door and window schedules. Include information regarding tempered (safety) glass, hardware, and fire ratings.
20. **Building Elevations (N-S-E-W).** Provide elevation drawings of the building. Drawings must be to scale with dimensions such as building height, height of each floor, windows, doors, exterior stairs, etc. (IBC 107).



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21. **Allowable opening information.** Demonstrate compliance with IBC Table 705.8. Specify percentage of wall areas with openings per story and the percentage of openings allowed. Specify if openings are protected or unprotected.
22. **Building Sections.** Provide building section drawings that show the interior of the building and the function (label) of each space (IBC 107).
23. **Wall Sections & Details.** Provide complete wall sections and details such that walls may be constructed using only the permit drawings. All components of the assembly must be identified. If fire rated assemblies are present, provide typical membrane and through penetration details. (IBC 107)
24. **Flood hazard information.** If a flood hazard area is located on the project parcel(s), the extent of the area must be shown on the site plan. (IBC sections 107.2.5 & 1603.1.7 )

## D) STRUCTURAL INFORMATION (WAC, IBC section 107, Chapter 16, 17 & 18)

1. **Stamped & Signed.** Plans and/or technical reports provided by a design professional must be sealed in accordance with state law. Documents must be provided in conformance with the Washington Administrative Code (WAC) and Revised Code of Washington (RCW 18.43).
2. **Geotechnical Report.** If a Geotechnical investigation is warranted or the documents reference a Geotechnical Report, then a geotechnical investigation report must be provided. (IBC section 1803)
3. **Structural drawings.** If the scope of the project indicates that structural work is included, structural plans and details must be provided. (IBC section 1603)
4. **Basis of Design information.** The design loads and other information pertinent to the structural design required by IBC Sections 1603.1.1 through 1603.1.8 must be indicated on the construction documents. For example, show design criteria such as the live load, roof load, snow load, etc.
5. **Structural Calculations.** Provide structural analysis calculations to demonstrate that an analysis has been performed. (IBC section 1604.4)

6. **Statement of special inspection and additional form.** If special inspections apply, a statement of special inspection by the registered design professional in responsible charge is needed prior to permit issuance. In addition, prior to permit issuance, the Special Inspection Form (<http://tacomapermits.org/wp-content/uploads/2015/05/Tacoma-Special-Inspection-Form-BLANK.docx>) indicating the agency performing inspections is to be provided. Provide the Statement of Special Inspection and the Special Inspection Form. (IBC section 1704.2.3)

## E) ENERGY COMPLIANCE

1. **Methodology.** Provide the intended methodology to meet energy compliance per the Washington State Energy Code. Indicate on the drawings all deferred submittals.
2. **Washington State Energy Envelope Form.** Provide completed Washington State Energy Code envelope compliance forms. (<https://www.neec.net/wp-content/uploads/2009/04/env15-v4.xlsm>)
3. **Envelope Insulation.** On construction drawings, show insulation materials and their R-values, fenestration U-factors and Solar Heat Gain Coefficient.
4. **Washington State Energy Lighting Budget Form.** Provide completed Washington State Energy Code lighting compliance forms. (<https://www.neec.net/wp-content/uploads/2017/11/LTG15-v4.xlsm>)
5. **Lighting fixture legend on drawings.** On construction drawings, provide a lighting fixture schedule including wattage and control narrative.
6. **Daylight Zones.** Provide location of daylight zones on floor plan.
7. **Washington State Mechanical Forms.** Provide completed Washington State Energy Code mechanical compliance forms. (<https://neec.net/wp-content/uploads/2009/04/MECH12-v3a.xlsm>)
8. **Air Barrier.** On construction drawings, provide air barrier details.



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## F) MECHANICAL & VENTILATION

1. **Separate Permit.** If applicable, indicate on construction documents the HVAC information is bidder designed and will be provided under separate permit. Construction documents for HVAC in buildings more than two stories in height must indicate where penetrations will be made for mechanical systems, and the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking.
2. **Stamped and signed drawings.** Provide HVAC construction documents, computations and specifications prepared and designed by a registered design professional.
3. **Mechanical and ventilation sheets (drawings).** Provide construction documents, engineering calculations, diagrams and other data for HVAC design. Construction documents for HVAC in buildings more than two stories in height shall indicate where penetrations will be made for mechanical systems, and the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking.
4. **Appliance information.** Provide product specifications for all HVAC appliances.

- and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the work conforms to the provisions of this code. Construction documents for buildings more than two stories in height must indicate where penetrations will be made for pipes, fittings and components and must indicate the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking.
4. **Grease Treatment.** Construction documents must include the location of the grease interceptor, its capacity (in gpm or gallons), the connecting pipes, the capacities of the fixtures draining to the interceptor, and any other information deemed necessary.

## G) PLUMBING

1. **Separate Permit.** If applicable, indicate on construction documents the plumbing information is bidder designed and will be provided under separate permit. Construction documents must be drawn to scale and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the work conforms to the provisions of this code. Construction documents for buildings more than two stories in height shall indicate where penetrations will be made for pipes, fittings and components and shall indicate the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking.
2. **Stamped and signed drawings.** Provide plumbing construction documents, prepared and designed by a registered design professional.
3. **Plumbing sheets (drawings).** Provide construction documents showing fixture unit calculations, supply pipe and riser diagrams. Construction documents shall be drawn to scale



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