

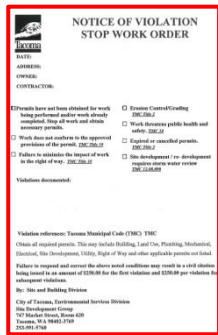
# Obtaining Permits for Code Violations

## OBJECTIVE

This document is intended to assist with resolving a notice of violation or code compliance case received for a property. Violations can result from unsafe situations and unpermitted activities on private and public properties for construction and modifications to sites and structures.

## TYPES OF VIOLATIONS

Types of violations may include changes to grades, clearing of vegetation or drainage, plumbing, mechanical, being out of compliance with the minimum housing and structures code or development standards, noncompliant uses of land and structures, setbacks, or unpermitted activities within critical areas and associated buffers



(wetlands, streams, geohazards, flood plains, shorelines, and biodiversity areas). Also, right of way infrastructure activities including, but not limited to: tree removal, plantings, or modifications to storm and sanitary sewer, other utilities, roadway/alley and driveways. **Please note electrical activities must be addressed with Tacoma Power.**

## VIOLATION NOTICE AND CITY CODES

**Notice of Violation** Upon notice from the authorized City representative that work on any site, building or structure is being used or constructed contrary to the provisions of the City adopted codes or in an unsafe and dangerous manner, such work shall be discontinued until the violation or code case is addressed through permitting or other City approved method. The violation or code case will be in writing and it will be given to the owner of the property involved, to the owner's agent, or to the person doing the work and it will state the reason for the violation and provide the City Department contact to resolve. City codes for enforcing violations and code cases are adopted through Tacoma Municipal Code (TMC) and include: Unfit Buildings (TMC 2.01), Derelict Building (TMC 2.01), right-of-way work violations (TMC 10.22), Land Use/Zoning violations including Critical Areas violations (TMC 13.05),

and site and building non-compliant work, completed unpermitted work, and site activities without permits (TMC 2.02 and 2.19).

## WHERE TO BEGIN

When you are applying for permits to resolve a Notice of Violation or Code Case you may have to obtain permits from various departments and agencies. The City of Tacoma's Planning and Development Services Department can help determine the necessary people to contact and the appropriate documents necessary.

## YOUR FIRST VISIT TO THE PERMIT COUNTER

Most properties that have a Code Compliance Case or Notice of Violation **are not** eligible for [Over the Counter Permits](#). Our current [levels of service](#) for permit review is posted on-line at [www.TacomaPermits.org](http://www.TacomaPermits.org). More complex work such as critical area violations or discretionary Land Use permitting (variance, rezone, etc.) may require a meeting with staff to go over the multiple reports necessary to resolve the violation.

## WHAT TO BRING AND HOW TO APPLY

- Bring a copy of the Notice of Violation and/or City code case report with you. Including any agreed upon "action plan" if one was required by the City Code Compliance Inspector.
- Bring a written scope of work and your [drawings](#) to address all the items identified in the violation/code case. Photos of the work may also assist with understanding the extent of work.
- [Meet with City staff](#) to review the drawings with you in an attempt to verify the full scope of work being addressed in the submittal. This is can help prevent multiple re-submittals and additional plan review fees due to lack of information or unclear plans.
- Applications can be submitted online at [www.Tacomapermits.org](http://www.Tacomapermits.org) or in-person at the Planning and Development Permit Counter.



**Note: This Tip Sheet 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.

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## CONCLUSION

- Identify what issues need to be addressed on the property by reading through the Notice of Violation or Code Compliance Report.
- Prepare scope of work and drawings addressing the work area and details with your architect/engineer, if required.
- Make an initial visit to the Permitting Office with your report in hand, plans, scope of work, and any other pertinent information.
- Make sure you work with your Code Compliance Inspector and keep them informed of your progress.
- Submit for all applicable permits at the Permit Office or online [www.Tacomapermits.org](http://www.Tacomapermits.org).
- Make sure you work with your Code Compliance Inspector – being sure to inform them that a permit has been applied for and provide them with the permit number.
- Once your permit is approved, paid for, and issued, you can proceed with the work according to the issued permit, being sure to call for the appropriate inspections along the way.

**NOTE: proof of ownership may be required if different from the Pierce County Assessor records.**

- Make sure you work with your Code Compliance Inspector – informing them that the permit has been issued.

Once all permits and inspections are completed and finalized you can contact your Code Compliance Inspector to close out the Code Violations on the property.

## ADDITIONAL RESOURCES

- Submittal Checklists - <http://tacomapermits.org/permitting-library>
- Tip Sheets - <http://tacomapermits.org/tip-sheet-index>
- [Tacoma Municipal Code](#)
- Resource Library (Partner agencies and links to Codes) - <http://tacomapermits.org/pds-resource-library>

- While energy code review is included in the building permit review, **electrical permits** are not included and must be obtained separately by the applicant's electrical contractor/engineer from Tacoma Public Utilities (TPU). For more information, visit [www.mytpu.org](http://www.mytpu.org)

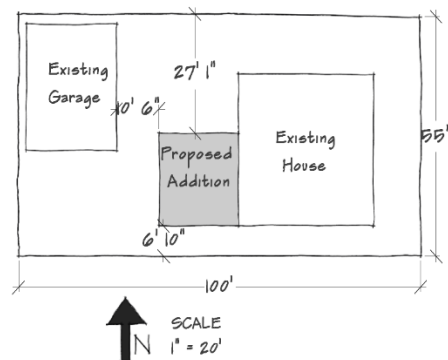
### Scope of Work

- Description of work: removal all drywall, new windows, no framing alterations.
- New windows. Basements and sleeping rooms shall have at least one window which opens a minimum of 5.7 square feet, has a minimum clear opening width of 20 inches, and a minimum clear opening height of 24 inches, maximum sill height shall not exceed 44 inches, (IRC R311). Windows to meet WSEC, with 0.30 U-value or less, hazardous location windows must be safety/tempered glazing (IRC R308), and fall protection per R318.
- Exposed exterior walls shall be insulated per WSEC. For 2x6 studs insulate to R21, 2x4 studs to R15, attic to R49, vaulted ceiling to R38. Allow for 1" air gap for venting above insulation.
- Smoke detectors installed at all bedrooms and hallways adjacent, with minimum one per floor.
- Carbon monoxide detector shall be installed at hallway outside bedrooms, in bedrooms with gas fixture, and minimum one per floor.
- Plumbing \_\_\_\_ (Provide list of all fixtures removed, replaced, and newly installed, including water heater)
- Mechanical \_\_\_\_ (Provide list of exhaust fans removed, replaced, and new at bathrooms, toilet rooms, laundry, kitchen, and whole house fan)
- Identify heat source modified or new.

Example of written scope of work



Example of floor plan



Example of site plan



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