

How to Submit Plan Revisions

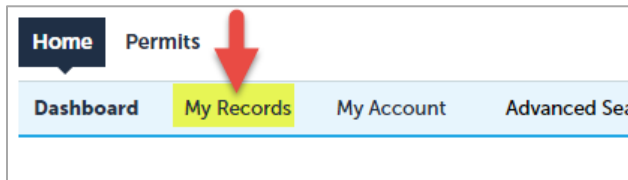
After initial This Tip Sheet provides instructions on how to submit revisions (plan corrections) for Building Permits, Site Development Permits, and Work Order Permit applications that have not yet been issued. All contacts associated with the permit record

will receive an email notification when the Review Comment Memo and all associated documents requiring revisions is ready to view or download. Revisions may be submitted after receiving the Review Comment Memo. If you have questions about the resubmittal process, please contact Application Services at (253) 591-5030. If you have questions about a specific review comment, please contact the appropriate reviewer listed on the Contacts section of the Review Comment Memo.

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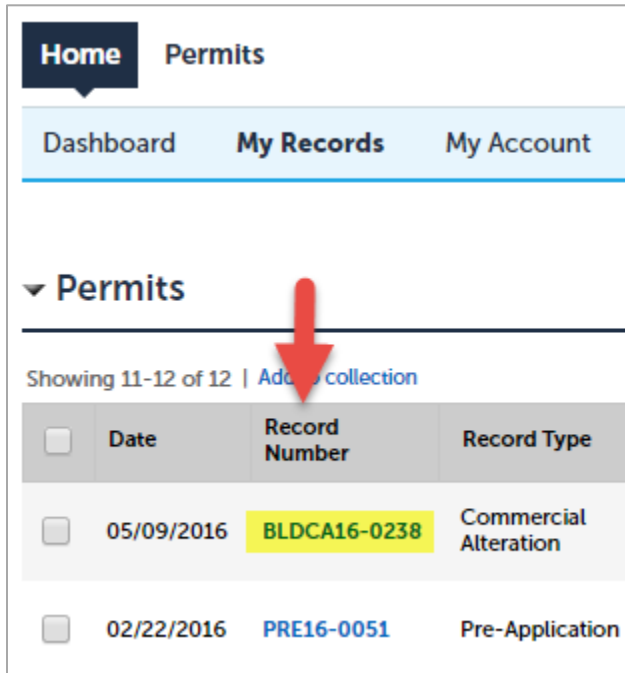
1. LOG IN AT TACOMA PERMITS (ACA): <https://aca.accela.com/tacoma/>

2. GO TO MY RECORDS.



4. SELECT THE RECORD INFO DROP-DOWN MENU AND SELECT ATTACHMENTS.

3. SELECT THE RECORD NUMBER.



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 (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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Home **Permits**

Apply for a Permit Search Permit Records

Record BLDC16-0238:
Commercial Alteration
Record Status: Awaiting Resubmittal/

Record Info Payments

Record Details

Processing Status

Related Records

Attachments

Inspections

5. SELECT THE DATE HEADING **TWICE** TO SORT DOCUMENTS BY MOST RECENT.

Attachments

Attach drawings and other documents that are required for review here. This page is also where your permit is issued. To reach this page again, login and go to My Records, select your Record number, select F

Note: You should see a green banner at the top of your screen when your documents have uploaded successfully. If you do not, contact us at (253) 591-5030.

Each attachment must be a PDF file of 50 MB or less, flattened, and unlocked/unprotected. htm;htm;mht;mhtml are disallowed file types to upload.

Type	Description	Name	Status	Date
SSP	1ST REVIEW	Redlined Stormwater Site Plan.pdf Needing Revision.pdf	OUT	08/02/2017
CIVIL	1ST REVIEW	Redlined TRAX Development Civil Drawings. (2017.05.17) Needing Revision.pdf	OUT	08/02/2017
REVIEW COMMENT MEMO	1ST REVIEW	Review Comment Memo.pdf	OUT	08/02/2017

6. SELECT THE “REVIEW COMMENT MEMO” TO VIEW / DOWNLOAD TO YOUR COMPUTER.

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Attach drawings and other documents that are required for review here. This page is also where your permit is issued. To reach this page again, login and go to My Records, select your Record number, select F

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The Review Comment Memo provides next steps for resubmitting the permit, staff contact information, general notes and notes requiring revisions. Files with notes requiring revisions are noted with the file name and document type.



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TACOMA PERMITS

CITY OF TACOMA
Planning and Development Services
COMMENT MEMO - First Review
7/28/2017
RECORD # SDEV17-0053 - 415 E 25th St

747 Market St., 3rd Floor
Tacoma, WA 98402
(253) 591-5030

tacomapermits@cityoftacoma.org

NEXT STEPS

Please find attached review comments for your permit application.

Next Steps:

- A complete set of revision documents and plans that correspond to each review comment must be provided.
 - For **ALL COMMERCIAL** permits, a revision response letter to the review comments must be provided.
 - For **ALL RESIDENTIAL** permits with plans or documents completed by a design professional, the design professional must provide a revision response letter to the review comments.
- If you have any questions or believe any of the review comments should not apply, please contact the appropriate staff reviewer to clarify. If staff agrees that a comment does not apply, please document the date of communication and provide a brief summary in the revision response letter.
- Please submit all revision documents to jca.acosta@cityoftacoma.org. If you need assistance on how to submit revisions, please look at our tip sheet <http://tacomapermits.org/wp-content/uploads/2018/11/GC-600-How-to-Submit-Revisions.pdf>.

CONTACTS

For general inquiries or questions about permitting or process, please contact a permit specialist at (253) 591-5030 (option 3) or permitsdesk@cityoftacoma.org. You can also contact the assigned project coordinator directly with their information below. For questions regarding specific review comments or interpretation of code, please contact the appropriate review staff.

Ronda Cornforth rcornfor@cityoftacoma.org
Site Review: Frank Marscalco fmarscalco@cityoftacoma.org 253-591-5423
Mieke Hoppin mhoppin@cityoftacoma.org
Permit Specialist: Patty Costa
Fire Review: Chris Seaman cseaman@cityoftacoma.org 253-591-5503
Building Review: Barrett Hayes bhayes@cityoftacoma.org 253-591-5429
Jennifer Kammerzell jkammerzell@cityoftacoma.org

7. VIEW / DOWNLOAD THE DOCUMENTS LISTED IN THE REVIEW COMMENT MEMO.

SSP	1ST REVIEW	 Redlined Stormwater Site Plan.pdf Needing Revision.pdf	OUT	08/02/2017
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REVIEW COMMENT MEMO	1ST REVIEW	Review Comment Memo.pdf	OUT	08/02/2017
SWPPP	1ST REVIEW	CSWGP_SWPPP.pdf	ACCEPTED	08/06/2017
DRAWINGS	1ST REVIEW	SITE DEVELOPMENT - COVER SHEET.pdf	ACCEPTED	08/06/2017

8. PREPARE REVISIONS.

“Cloud” all changes on revised documents so that staff know where the changes were made on the drawings, except for Work Order drawings. For Work Orders, just change the drawings appropriately without any clouding.

All resubmitted files should be **COMPLETE** files and not only the revised sheets. Failure to submit the full file with all sheets will cause the resubmittal to be rejected and delay review.

9. PREPARE REVIEW RESPONSE LETTER.

For all **commercial permits**, a revision response letter that addresses each review comment in the Comment Memo must be provided. For all **residential permits with plans completed by a design professional**, the design professional must provide a revisions response letter. If you have questions or believe any of the review comments should not apply, please contact the appropriate reviewer directly to discuss the comment. If the reviewer agrees the comment does not apply, document this in the revision response letter.

[link to example letter]

A [Staff Directory](#) is listed online at TacomaPermits.org.

Please Note: If revisions are submitted without a response letter, this could delay review of your project.

10. SUBMIT REVISIONS & RESPONSE LETTER.

Once you have made all necessary corrections to the documents, **repeat steps 1-4 above**.

- Select Add Attachments.
- Select document from your computer (may select multiple documents).
- Select Continue and Save Attachment.

RESOURCES

- [Electronic File Standards](#)
- [Permit Timelines](#)
- [Submittal Checklists](#)



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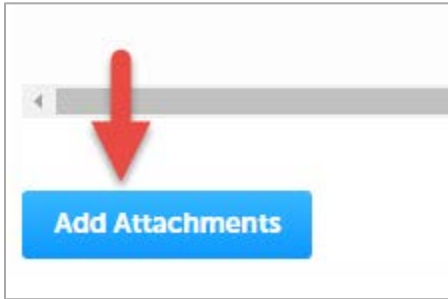
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Revised Architectural.pdf	100%
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Continue Add Attachments Remove All

Revisions Architectural.PDF

100%

*Type: DOCUMENTS

Description:

Save Attachment Add Attachments Re



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