How to Apply for a Zoning Verification Permit

1) Login to your account at Tacoma Permits (ACA) - [https://aca.accela.com/tacoma/](https://aca.accela.com/tacoma/)
   - If you do not already have an account, select Register for an Account
2) Select Permits and Apply for Permit
3) Read and accept disclaimer and select *Continue Application*

4) Select *Land Use* from the permit options
The first part of the application, *Step 1*, asks for **Location and People** (address, parcel, and owner) of your permit request. Enter Address or parcel number and search, then select **Continue Application**.

For **Applicant**, use **Select from Account** and select contact from account.

Choose associated owner. Then select **Continue Application**.

**Step 2** covers the **Details and Attachments** for the application.

Enter a description of the request in the **Description of Work** field then select **Add an Application Type** under the **Permit Type** and **Permit Information** section.
10) Select **Information Requests** and **Next**

11) Select **Zoning Verification Letter** and **Finish** followed by **Submit** on the next page
ZONING VERIFICATION APPLICATIONS

12) Fill in permit information fields (those with a red asterisks are required fields, at a minimum enter “0” in those fields).

13) Select **Continue**

14) If you have a letter or list of questions document, select **Add Attachments**.

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**Step 2: Details and Attachments > Attachments**

**Attachment**

*indicates a required field.

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

**Note:** You should see a green banner at the top of your screen when your documents have uploaded successfully. If you need any assistance, please contact us at (253) 591-5030.

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

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<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Date</th>
<th>Action</th>
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<td>No records found</td>
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**Add Attachments**

**Continue Application**

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**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.
15) Then select **Continue Application**.

16) Review all information and confirm/edit as necessary.

17) Certify correct/complete at the bottom, and select Continue Application.

18) Pay fees by credit card, or defer payment – then you'll be invoiced and your request will be complete and routed when payment is received. You will receive a record number (LU19-xxxx) which will appear in the **My Records** page.

If you are paying by check, please make the check payable to City of Tacoma, and Mail to Planning & Development Services, Attn: Permit Specialist, 747 Market Street, Rm 345, Tacoma, WA 98402-3701. Please include the LU record number on the check. Payment can also be made in-person during our walk-in hours, M-F 9:00am-3:00pm.

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