

New Residential Combination Permits

OVERVIEW

Effective June 1st, 2018, Planning and Development Services (PDS) is launching a New Residential Combination Permit. This new permit process will streamline the number of permits and permit process by allowing applicants to apply for a new residential building (BLDRN) permit with one submission in most cases. The scope of the work authorized by the building permit will include the building, plumbing, and mechanical work. An associated site development (SDEV) permit will authorize the water connection, stormwater connection/devices, wastewater connection, grading, and driveway work. The SDEV permit will be created by PDS Staff during the review of the BLDRN permit.



There are several things to note about the New Residential Combination Permit review process:

- 1) Stand-alone permits for work such as plumbing, mechanical, or sewer connections are still available when a residential building permit does not apply.
- 2) Land use discretionary permits maintain a separate process and require a separate permit submission, fee, review, timeline, and permit.
- 3) Residential building permits can be issued to a homeowner, licensed contractor, or authorized representative of the homeowner. SDEV permits can only be issued to a licensed contractor with a City of Tacoma right-of-way bond as the SDEV permit now may include work within City right-of-way.
- 4) Our website, www.tacomapermits.org, has many additional resources, such as our online fee estimator, document checklists, and our current levels of service.

PROCESS FOR NEW RESIDENTIAL PERMITS

Submitting a Permit

- 1) **Prepare documents** according to the New Residential Combination Checklist and any site-specific conditions.
- 2) **Apply for a BLDRN permit online using Tacoma Permits (ACA) portal.** See our tip sheets for clarification on our electronic file standards and assistance with setting up an account.
- 3) **Pay your plan review fee online or in person.** *Note that review will not begin until the plan review fee has been paid.*

Plan Review

- 4) During the review process, we will look at building, plumbing, mechanical, connections to sewer, water and storm facilities (as applicable), driveway (as applicable) and on-site erosion control and grading.
- 5) **A Site Development (SDEV) permit** will be created during the review process and will be prepared and invoiced to your account as part of your project. You only need to submit a separate SDEV permit application if you are going to be grading or filling 50 cubic yards or more or clearing 7,000 square feet or more before your building permit has been issued.
- 6) **You will be notified by email** when review comments are available in your online account and when your permits are invoiced and ready to issue.

Permit Issuance

- 7) Once you have paid, either online or in person, the BLDRN permit can be issued online or in person to the homeowner or licensed contractor. The SDEV permit can be issued online or in person to a licensed contractor with a City of Tacoma right-of-way bond.



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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FINAL PERMIT DOCUMENTS

Each New Residential Combination Permit will be issued with the following documents:

- Inspection Record Card;
- Building (BLDRN) Permit;
- Site Development (SDEV) Permit;
- Off-Site Improvements Letter (as applicable);
- Approved document set.

INSPECTIONS

Building

Structure, Plumbing & Mechanical: 253-573-2587

Fire / Sprinkler: 253-573-2587

Electrical: 253-502-8277

Zoning/Landscaping Final 253-591-5030 (option 4)

Site/ROW 253-573-2587

- Storm and Sanitary Connections New/Repair
- Water Line New/Repair
- All Right-of-Way/Site work including Storm and Sanitary
- Filter Devices & Source Control Inspections
- Erosion Control Initial/Final

ADDITIONAL PERMITS

Separate permits are required for:

- Off-site work, other than a driveway that was approved as a part of the SDEV permit, which may include a Work Order for sidewalk or curb/gutter;
- Accessory dwelling unit (ADU), variances, or other Land Use (LU) permits;
- Fire Protection (FIRER) Permits;
- Demolition (DEMOR) Permits;
- Historic Design Review (HDR).

RESOURCES

[Tip Sheets](#)

- G-168 Residential Garages and Sheds
- G-205 Drawings
- G-220 Right-of-Way & Performance Bonds
- G-230 Electronic Plan Review
- L-150 Accessory Dwelling Units
- L-555 Height of Residential Structures

[Checklists](#)

- New Single-Family/ Duplex/ Townhomes 1-2 Units/ Detached Structures
- Remodels and Additions

Code References

- 2015 International Residential Code (IRC)
- 2015 Washington State Energy Code (WSEC)
- Tacoma Municipal Code: Title 2 - Buildings
- Tacoma Municipal Code: Title 13 - Land Use

[Getting Started with Tacoma Permits \(ACA\)](#)



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