

# Work Order Permits

## Submittal & Review Guidelines

### WORK PROPOSED WITHIN THE RIGHT-OF-WAY (PUBLIC STREETS, UTILITIES AND INFRASTRUCTURE, PRIVATE ACCESS WAYS ETC.) REQUIRES A WORK ORDER PERMIT

Work Order Permits are reviewed and approved through the Site Development Group. To discuss your project requirements contact the Site Development Group at (253) 591-5760.

### TO INITIATE A WORK ORDER PERMIT

The applicant must submit the following items online at [Tacoma Permits](#) or in person at the Planning and Development Services Permit Counter, 3rd floor, Tacoma Municipal Building, 747 Market Street:

- Work Order Informational Packet
  - Work Order request form signed by the applicant
  - Work Order Checklist (electronic PDF)
  - Engineered Drawings (electronic PDFs on CD/DVD or flash drive)
- Preliminary deposit to open the Work Order
- Copy of the land use decision (Short Plat, Plat, CUP, etc.) and associated SEPA Determination, if applicable.
- Copies of all other applicable reports and associated documents.

### THE PLANS ARE REVIEWED FOR CONFORMANCE WITH REGULATORY REQUIREMENTS AND CITY STANDARDS

Requested plan modifications are transmitted to the applicant's design engineer. The design engineer is responsible for addressing required changes. After the City has determined that the plans meet all requirements, final Work Order plans must be submitted for signature.

### UPON APPROVAL OF THE WORK ORDER DRAWINGS, THE FOLLOWING ITEMS ARE REQUIRED:

- Approved Traffic Control Plan (TCP) and Pedestrian Accessible Route Plan (PAR)
- Performance Bond or Assignment of Funds
  - \$15,000 minimum – See TMC 10.22.070.F for bond requirements.
- Notification to impacted property owners

### THE SITE DEVELOPMENT PLAN REVIEWER WILL CONTACT THE APPLICANT TO SCHEDULE A PRE-CONSTRUCTION MEETING

After the pre-construction meeting, the Work Order permit and any other applicable permits may be issued to a licensed and bonded contractor within the City of Tacoma.

### THE WORK ORDER ACCOUNT WILL BE USED FOR REIMBURSING THE CITY FOR LABOR, EQUIPMENT AND MATERIALS COSTS DURING THE WORK ORDER DURATION

Upon depletion of the initial deposit, a monthly invoice will be issued to recover any additional cost to the City.

### FOR PLATS AND SHORT PLATS

Any required site improvements must be either installed with appropriate permits, through the Work Order process, or bonded prior to recording.

### PRE-APPLICATION MEETINGS

To find out if your project requires a meeting prior to submittal, see the [Pre-Application Meetings Tip Sheet](#).

### Questions?

Contact Site Development at (253) 591-5760



**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.