

# ZONING VERIFICATION APPLICATIONS

## How to Apply for a Zoning Verification Permit

- 1) Login to your account at **Tacoma Permits (ACA)** - <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**

City of Tacoma  
WASHINGTON

Getting Started Inspections Support Resources Fee Estimator Customer Survey

Announcements  Accessibility Support **Register for an Account** Login

Search...

Home **Permits**

Advanced Search ▾

**Welcome to the new Citizen Portal**  
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with **Accela, Inc.**, we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

Here are some helpful links and resources to help you submit your application:

- [Commercial Project Report](#) - See a list of major commercial projects currently in our system.
- [Customer Satisfaction Survey](#) - Give us some feedback on how we are doing.
- [Electronic File Standards](#) - Read our file standards for how to correctly submit your plans.
- [Fee Estimator](#) - Get a fee estimate of all your permits without coming into the office.
- [Historical Permit Records](#) - Find all of our historical permits prior to 2001.
- [Levels of Service](#) - Find out how long your permit reviews will take.
- [Submittal Checklists](#) - Use these along with your application to make sure you submit all the necessary information.
- [Staff Directory](#) - Find the contact information of everyone in our department.
- [Tip Sheets](#) - Find helpful documents to prepare you for the permitting process.

**What would you like to do today?**  
To get started, select one of the services listed below or log in to apply.

**Login**  
User Name or E-mail:  
  
Password:  
  
**Login »**

Remember me on this computer  
[I've forgotten my password](#)  
**New Users:** [Register for an Account](#)

**Not receiving emails from us?** - Try adding the **cityoftacoma.org** domain to your email accounts 'Safe Senders List'. For more assistance with log-in issues, please email us at [TacomaPermits@cityoftacoma.org](mailto:TacomaPermits@cityoftacoma.org)

Once you have logged into your account, select **Permits**



*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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3) Read and accept disclaimer and select **Continue Application**

The screenshot shows the Tacoma Permits website interface. At the top, there are navigation tabs for 'Home' and 'Permits'. Below the 'Permits' tab, there is a menu with three options: 'Apply for a Permit' (highlighted with a red box), 'Search Permit Records', and 'Schedule an Inspection'. The main heading is 'Online Permit Application Submittal'. Below this, there is a welcome message and a disclaimer section. The disclaimer text reads: 'While the City of Tacoma (the "City") attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary...'. Below the disclaimer, there is a checkbox labeled 'I have read and accepted the above terms.' which is checked. At the bottom, there is a blue button labeled 'Continue Application »' with a red arrow pointing to it.

4) Select **Land Use** from the permit options

The screenshot shows a list of permit options. The options are: 'ePermits-Residential (No refund, See requirements)', 'ePermits-Commercial (No refund, See requirements)', 'ePermits-Fire (No refund, See requirements)', 'Fire', 'Pre-Application Request', 'Land Use' (selected with a red arrow), 'Land Use Appeal or Reconsideration', 'Residential Building', 'Commercial Building', 'Site Development', 'Right of Way', 'Utility Connection', 'Special Event', 'Historic', and 'Additional Services'. Below the list, there is a blue button labeled 'Continue Application »'.



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- 5) 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**.
- 6) For **Applicant**, use **Select from Account** and select contact from account.
- 7) Choose associated owner. Then select **Continue Application**.
- 8) **Step 2** covers the **Details and Attachments** for the application.
- 9) 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. If you are requesting zoning verification for multiple parcels (they must be contiguous) please list all parcels in the project description field.

**Step 2: Details and Attachments > Permit Information** \* indicates a required field.

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### Detail Information

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Please enter the project name and description of work below.  
If you do not have a project name, please enter the address or block where the work is to be conducted.

\*Project Name:

\*Description of Work:

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### Custom Lists

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#### PERMIT TYPE

Please select the Land Use Permit Types and add them to the table below.

Showing 0-0 of 0

Type of Permit	Sub Category	Project Description	Shoreline Project Valuation
No records found.			

**Add an Application Type** **Edit Application Type** **Delete Application Type**



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10) Select **Information Requests** and **Next**

**Select Type of Permit**  
(Select only one)

Business Activity:  **Search**

For assistance or to apply for Type of Permit not listed below please contact us.

**Type of Permit**

- Additional/Expanded Notice
- Conditional Use
- Critical Areas
- Environmental Review
- Information Requests**
- Major Modification of Permit
- Open Space Use Classification
- Plats / BLAs / Segregations / Combinations
- Shoreline
- Site Approval

< Prev 1 2 Next >

**Next »** Cancel

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

**Select Sub Category**  
(Select only one)

Business Activity:  **Search**

Information Requests

**Sub Category**

- Determination or Interpretation by Director
- Zoning Verification Letter**

<< Back **Finish »** Cancel



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**PERMIT TYPE** ×

Please select the Land Use Permit Types and add them to the table below.

Type of Permit:

Sub Category:

Project Description:

Shoreline Project Valuation:

- 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**.

**Step 2: Details and Attachments > Attachments** • indicates a required field.

### Attachment

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;mht;mhtml` are disallowed file types to upload.

Name	Type	Size	Date	Action
No records found.				



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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.

### Attachment Edit

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Name	Type	Size	Date	Action
<a href="#">Zoning Verification Questions.pdf</a>	INTAKE	1.22 MB	11/11/2019	<a href="#">Actions</a> ▾

I certify that I am the owner's authorized agent, or an appropriately licensed contractor, and I am authorized by the owner to sign and submit this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct. I will comply with all provisions of law and ordinances governing this type of construction work, whether specific herein or not. I also acknowledge that by signing this application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If I, at any point during the review or inspection process, am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing, in a timely manner. By submitting this application, I give the jurisdiction permission to enter the

By checking this box, I agree to the above certification. Date: 11/11/2019

[Continue Application »](#) [Save and resume later](#)

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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