



Site Development Permit – Required Document Submittals

Development or Project Name: _____

Address(es): _____

Parcel Number(s): _____

Site Development Permit Number: _____

Associated Permit Number(s): _____

list any PRE, LU, BLDCN, BLDCA, WO or other previous permits for this project

Complete Applications

This document outlines the minimum document submittal requirements for a complete Site Development (SDEV) Permit application* and serves as a guide on information and details required in each document. Prior to permit issuance, New Building and Addition permits require an approved SDEV.

The documents required for a complete SDEV Permit application include, but are not limited to:

- Civil Plans
- Stormwater Site Plan (SSP)*
- Construction Stormwater Pollution Prevention Plan (CSWPPP)*
- Operation & Maintenance (O&M) Manual
- Landscape Management Plans
- Geotechnical Report

Additional plans or information may be required to support projects proposed on sites with special considerations such as: view-sensitive, small-lot, shoreline or historic properties, or buildings near critical areas, steep slopes or unstable soils.

All documents listed above shall be submitted in PDF format per the [Electronic File Standards Tip Sheet](#).

**Minor Level 1 SDEV Permits do not require an SSP or SWPPP but shall comply with erosion control measures on the project site per the Stormwater Management Manual.*

Document Details

The information below is intended as a guideline when completing the required documents. The scope of your project will determine whether more, or less, information is needed to fully-design the project to meet the all regulatory and design requirements.

Civil Drawings, Construction Documents and Details

General Information

- All engineered documents require WA State licensed professional engineer stamp and signature. See RCW 18.43.070 and WAC 196-23-070 for additional information.
- Plans must meet the requirements of Washington State Building Code (WSBC) 107 and associated definitions in Chapter 2 of the WSBC.
- At least one sheet must contain a plan view of the entire project site.
- All sheets shall contain north arrow. North arrow should be consistent throughout and is preferred pointing up or to the right.
- All sheets shall contain a scale. Recommended scales for individual sheets are 1" = 20' (Horizontal); 1" = 5' or 1" = 10' (Vertical). Plan Set: Cover Sheet, Site Plan, TESC Plans and Details, Preliminary and Final Grading,

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Civil Drawings, Construction Documents and Details

Paving Plans and Details, Stormwater Utility Plans and Details, Utility Plans and Details (or any combination of the above plans to capture all project elements).

- Label areas of work permitted via other permits, such as Work Orders, Building, or other permits on all construction drawings.
- Typically labeled sheets as Civil Drawings – C.1.0-C.X.X, Combined plans should clearly delineate between work in ROW and Private property work (WO.1.0- WO.2.0 and C.1.0 – C.X.X.)
- It is the Civil Engineer’s responsibility to coordinate underground utilities and the finished building for the SDEV.

Cover Sheet

- Name, address, email and telephone number of the applicant, agent or owner.
- Name, address, email and telephone number of the person preparing the plans.
- Name, address, email and telephone number of the Project Engineer.
- City of Tacoma SDEV Permit number associated with the proposed work (may also include the Work Order - WO).
- Permit numbers for other City of Tacoma Permits associated with the project (Land Use (LU), Commercial Building (BLDCN), Residential Building (BLDRN), etc.).
- Permit numbers for Department of Ecology (NPDES General Construction, MATCA, etc.) and DNR for monuments.
- Vicinity Map showing project boundaries of sufficient clarity to locate the property; streets with street names, shorelines, if any; city limit boundaries, if any.
- Parcel numbers and legal description of the project site.
- Property boundaries, dimensions and area (in square feet and acres).
- Datum for the project. City Datums: Horizontal: NAD83-91, Vertical is NGVD 1929
See <https://cms.cityoftacoma.org/PublicWorks/Engineering/LandSurvey/Datum.pdf> (Be aware that Flood Elevations are in NAVD 88 datum, but City Datum and the Lidar elevation contours on the City’s maps are NGVD 29 datum.
- Legend, if symbols are used that are not labeled on the plan. Additional legends may be provided on specific sheets or shall be incorporated here, but should be consistent throughout while avoiding conflicting symbols.
- Any Soils Inspections that may be required per WSBC section 1705.6 or infiltration tests required per the 2021 SWMM Appendix A and B.
- Sheet Index – Includes sheet labels and numbers

Site Plan

- All Utility Easements shown with dimensions labeled
- Contours—(dashed lines for existing and solid lines for proposed) 2-foot interval (slopes 40% or greater maybe shown with 5 foot contours) – 10-foot contour interval shall be clearly labelled.
- Landscape Plan, Architectural Site Plan and the Civil Site Plan shall be consistent with each other.
- Onsite Features - easements, buffers, + 40% slopes, etc., including all critical areas and their associated buffers
- Identify FEMA flood zones. Show the extent of the 100 year flood zone, and have the flood elevation marked. The extent of 50 year and 500 year flood zones must also be marked if present on the site.
- Property Lines - including bearings and distances tied to City Monuments.
- Setbacks and Buffers - building, detention facilities, infiltration facilities, and critical areas
- Show proposed location of garbage and recycling receptacle enclosures and details.
- Site Area - shown in square feet and acres

Civil Drawings, Construction Documents and Details

Site Plan (Continued)

- Utilities (water, sewer, telephone, gas, power, etc.) shown on the plan
- Site Accessibility**
 - Accessible routes to accessible elements (ADA stalls, trash enclosures, bld entrances, ROW, accessible unit entrances) per WSBC Chapter 11 and ICC A117.1, especially:
 - 44" min exterior accessible route per WSBC 1101.2.1.
 - Ramps are shown with details demonstrating 1:12>Ramp slope>1:20; 30" max rise in ramp; rise>6" needs handrail
 - Washington State amended WSBC 1106.6 adds the following requirement: wherever practical, the accessible route shall not cross lanes of vehicular traffic. Where crossing traffic lanes is necessary, the route shall be designated and marked as a crosswalk and shown on the construction drawings.
 - Site Arrival Points per WSBC 1104.1 are clearly shown.
 - At least one accessible route within the site shall be provided from public transportation stops, accessible parking, accessible passenger loading zones, and public streets or sidewalks to the accessible building entrance served.
Exception: Other than in buildings or facilities containing or serving Type B units, an accessible route shall not be required between site arrival points and the building or facility entrance if the only means of access between them is a vehicular way not providing for pedestrian access.
 - Accessible building entrances per [WSBC 1105](#)
 - In addition to accessible entrances required by Sections 1105.1.1 through 1105.1.7, at least 60 percent of all public entrances shall be accessible.
 - An accessible entrance is not required to areas not required to be accessible.
 - Accessible Means of Egress per WSBC 1009
 - Accessible spaces shall be provided with not less than one accessible means of egress. Where more than one means of egress are required by Section 1006.2 or 1006.3 from any accessible space, each accessible portion of the space shall be served by not less than two accessible means of egress.
 - Accessible means of egress are not required to be provided in existing buildings.
 - 1009.2 Continuity and components. Each required accessible means of egress shall be continuous to a public way
 - Electric Vehicle Charging in accordance with Tacoma Amendment to the Washington State Building Code section 427
 - Show all building or structure encroachments into the Right-of-Way per WSBC Chapter 32 and TMC 2.02.210 amendments to WSBC Chapter 32.
 - See ROCC documentation for what is and is not allowed private construction within the right-of-way.
 - Permanent use of the Right-of-way is prohibited. The building envelope shown shall represent ALL footings, stairs, ramps, decks, building facia, gutters, awnings, eaves, private meters, transformer pads and other building appurtenances.

Civil Drawings, Construction Documents and Details

Existing Site Information

- Existing topography for the site and extending 50' beyond project boundaries. Existing topography for adjacent rights-of-way for the full width of right-of-way.
 - Contours at a maximum 5' vertical elevation intervals. Label at 10 foot intervals. Provide additional labels as necessary for clarity of slope breaks or changes between 10 foot intervals.
 - Engineered designs require field verification of contours (field survey) to tie into existing contours. Where no work is proposed mapped contours can be used.
 - Depending on the site, a standalone topographic survey sheet may be required.
- Existing lot boundaries, right of way boundaries, tracts, and easements. Documentation of public and private easements may be required.
- Existing structures, including all structures within 50 feet of project boundaries, including:
 - All hard surfaces such as roads, parking lots, driveways, patios, buildings, garages, walkways, retaining walls, etc.
 - Existing structures to be removed.
- Existing site access points.
- Existing stormwater facilities including water quality facilities, flow control facilities, and onsite stormwater management facilities.
 - Invert or flow line elevation of existing drainage pipes, culverts, and channels.
 - Rim elevations of any existing conveyance structures (catch basins, manholes, etc.)
- Existing utilities including:
 - Any franchised utilities (communication/gas) and Power and Water located above or below ground, including junction boxes and meters.
 - Invert elevations for existing storm system and connections to the public system. ting sanitary sewers, including private sanitary laterals, showing their connections to the main.
 - Existing storage tanks (above and below ground).
 - Existing oil water separators, grease interceptors or other sanitary pretreatment facilities.
 - Existing wells, septic tanks and drain fields onsite and/or within 50' of the project boundaries.

Proposed Site Information

- Finished grade contours for the site showing catch points to existing topography at the limits of grading.
 - Contours at a maximum 5' vertical elevation intervals. Label at 10 foot intervals. Provide additional labels as necessary for clarity of slope breaks or changes between 10 foot intervals.
 - Engineered designs require field verification of contours (field survey) including established tie-in points to existing contours.
 - Depending on the site, a standalone topographic survey sheet may be required.
- Contours, spot elevations and flow arrows to clearly indicate how driveways, parking areas and other hard surfaces will be graded. . Flow arrow percentages should be verifiable via spot elevations and lengths between spot elevations.
- Proposed lot boundaries, right of way boundaries, tracts, and easements. Documentation of public and private easements may be required.
- Finish floor elevations for all proposed buildings.
- Cross sections shall be provided for roadways, including access roads, and stormwater facilities.

Civil Drawings, Construction Documents and Details

Proposed Site Information (continued)

- Proposed structures including:
 - Proposed storage tanks (above and below ground).
 - Proposed hard surfaces such as roads, parking lots, driveways, patios, buildings, garages, walkways, stairs, ramps, etc.
 - Design information for structures (retaining wall and vaults); Note that a separate building permit may be required, see WSBC section 105 as amended by the City of Tacoma.
 - Retaining wall and vault structural details and cross sections.
- Proposed utilities including:
 - Exact line and grade of all proposed utilities at crossings with other utilities.
 - Any franchised utilities (communication/gas) and Power and Water located above or below ground, including junction boxes and meters
 - Invert elevations for connections to public utilities.
 - Location and details for oil water separators, grease interceptors or other sanitary pretreatment facilities.
 - Proposed sanitary sewers, including private sanitary side sewers, showing their connections to the main and cleanouts.
 - Pipe data – pipe size, material, length, and slope labeled on the plan
 - Meter vault/transformer pad locations and actual scale dimensions. All shall be outside of the Pedestrian Accessible Route and contained within the amenity zone or incorporated into the project site.
 - Fire system components - underground fire service piping, hydrants, fire department connections, indicating valves, vaults, etc. Fire protection systems must meet NFPA 24 requirements
- Stormwater Conveyance:
 - Pipe data – pipe size, material, length, and slope labeled on the plan
 - Structure data: identifier (e.g., catch basin/manhole number), type of structure (e.g., Type 2 CB), exact location of structures (e.g., station and offset, or dimensioning), invert elevations in/out of structures, and rim elevations.
 - Notes and/or labels shall be included referencing details, cross-sections, profiles, etc.
- Stormwater Management Facilities
 - Proposed flow control and water quality devices. Details shall be provided for all proposed stormwater devices for which there is insufficient information in the plan view.
 - Footing/foundation drains – include pipe size, material, and cleanouts. Drains shall be connected to the storm system.
 - Roof drains – include pipe size, material, and cleanouts. Drains shall be connected to the storm system or onsite stormwater BMP.

Drawing Details

- Stormwater mitigation facilities including onsite stormwater management BMPs. For dispersion systems, clearly label the vegetated flowpath. For BMP L613, clearly hatch or otherwise label the location and type of amendment. If the predesigned systems from the SWMM are used, the details from the SWMM shall be included.
- Oil Water Separator
- For compliance with accessibility requirements, details need to provide slopes, distances, and spot elevations that indicate the constructed element will meet accessible requirements. Drawings will not be scaled when verifying compliance.
- Cross sections shall be provided for roadways, including access roads, and stormwater facilities

Civil Drawings, Construction Documents and Details

Temporary Erosion and Sedimentation Control

- Erosion and Sediment Control Notes
- Name, address and 24-hour contact telephone number(s) of the designated emergency contact person. The emergency contact information may be supplied at the pre-construction meeting.
- Name, address, and phone number of the Erosion and Sediment Control Lead (ESC), Certified Erosion and Sediment Control Lead (CESCL), or Certified Professional in Erosion and Sediment Control (CPESC) as applicable.
- Detailed listing of the construction sequence, consider phasing any erosion and sedimentation control work and temporary shoring.
- Delineation of the extent and types of project disturbance:
 - Boundaries of existing vegetation, e.g. tree lines, pasture areas, etc.
 - Areas of potential erosion problems.
 - Delineation of areas that are to be cleared and graded.
 - Areas where vegetation will be undisturbed.
 - All cut and fill slopes indicating top and bottom of slope catch lines.
 - Soil types, together with the location of any soil test pits or infiltration test sites.
 - Location of stockpiles, haul roads and disposal sites.
 - Location of all erosion and sediment control facilities with dimensions and details as appropriate.
 - Locations for all existing, temporary and permanent drainage pipes, ditches, or trenches required for erosion and sediment control and/or to convey off-site drainage through or around the construction area.
 - Provide minimum slope and cover for all temporary pipes or call out pipe inverts.
 - Show grades, dimensions, and direction of flow in all ditches, swales, culverts and pipes.
- Details for bypassing offsite runoff around disturbed areas.
- Locations and outlets of any dewatering systems.
- When sedimentation ponds and traps are proposed, provide cross section details.
- Details and notes for mulching and revegetation, including detailed planting procedures, seed/plant specifications, and plant maintenance specifications.
- Any best management practices used that are not referenced in the SWMM shall be explained and illustrated with detailed drawings.
- Locations of BMPs to be used for the control of pollutants other than sediment, e.g. concrete wash water.
- Description of inspection reporting responsibility, documentation, and filing, including any Water quality sampling locations to be used for monitoring water quality on the construction site, if applicable.

Landscape Plan

- Location of and details associated with all stormwater mitigation facilities including onsite stormwater management BMPs.
 - For dispersion systems, clearly label the vegetated flowpath.
 - For BMP L613, clearly hatch or otherwise label the location and type of amendment. If the predesigned systems from the SWMM are used, the details from the SWMM shall be included.
 - Planting plan including tree requirements being met and list of trees from the Urban Forestry Manual. This can be a table on the set of plans.
 - Planting plan for specific stormwater bioretention criteria.
- Landscape Management Plan – see below requirement.

Civil Drawings, Construction Documents and Details

Parking Lots/Private access

- Fire apparatus turning movement diagram.
- Delineated parking stalls with sizes dimensioned: include regular and van accessible stalls and details for accessible parking including signs.
- Driveway locations and dimensions.
- Contours, profiles and/or sections necessary to show grading and slope of parking lot. NOTE: Accessible stalls and access aisles are permitted a maximum slope of 2% in any direction.
- Height Obstructions Over Parking Lot.
- Parking lot lighting, if installed, with fixture (lamp and ballast) wattage. Provide documentation to show compliance with WSEC Chapter 15.
- Show interior curbs or islands.

Supporting Document and Reports

Stormwater Site Plan (SSP)

- All engineered documents require WA State licensed professional engineer stamp and signature.
- The following components shall be included in the SSP:
 - Title Page
 - Table of Contents & List of Figures
 - Project Overview
 - Existing Site Conditions
 - Offsite Analysis
 - Permanent Stormwater Control Plan
 - Discussion of Minimum Requirements
 - Site Layout

Construction Stormwater Pollution Prevention Plan (SWPPP)

- All engineered documents require WA State licensed professional engineer stamp and signature.
- The following components shall be included in the SWPPP:
 - Project Description
 - Existing Site Conditions
 - Adjacent Areas and Drainage
 - Critical Areas
 - Soils, including Potential Erosion Problem Areas
 - Construction SWPPP Elements
 - Construction Phasing & Construction Schedule
 - Financial Ownership Responsibilities
 - Engineering Calculations

Operation and Maintenance Manual

- The Operation and Maintenance Manual shall be submitted for review as a stand-alone document. The O&M may be referred to by reference in the SSP but does not need to be included in the SSP document. Review the O&M Manual requirements outlined in the SWMM to ensure all elements are addressed in the submittal.

Supporting Document and Reports

Geotechnical Report

- A site specific soils report may be required for the project for soil compaction criteria and proposed infiltration.
 - Some examples of when a soil report is required include, but is not limited to: design of infiltration facilities such as Downspout Full Infiltration, Perforated Stubouts, Rain Gardens, Permeable Pavement, Bioretention, Infiltration for Flow Control and/or Treatment; Low Impact Development (LID) Infeasibility analysis and steep slopes.
 - Also see the requirements listed in WSBC section 1803 and provide a report as required in that section.
 - Buoyancy calculations for any structures influenced by groundwater should also be considered

Landscape Management Plan (LMP)

- Landscape plans must be prepared by a Landscape Architect/Professional per TMC 13.06.502 if 500+ square feet of landscaping is proposed. The LMP must also be signed/agreed to by the property owner. The landscape calculation worksheet and LMP must be prepared per the City of Tacoma Urban Forestry Manual (UFM).

Flood Hazard Analysis

- Containment of storage materials that can float. (Typically with a heavy chain-link fence so water can freely flow through.) This is a FEMA mandatory requirement. (They actually prefer that we not allow any storage in a flood zone at all, but will accept this solution.)
- The design flood elevation varies with Risk Hazard for the structure, and whether materials would be deleterious to get into the flood waters. (Table of additional required freeboard for the various conditions can be found in ASCE 24.)
- Buoyancy check on structures below the flood elevation. (Must use ASCE 7 load factors for “Flood Load”, not “Hydraulic Load”.)
- In the Puyallup River Overtopping zones, there is flow velocity that laterally loads structures. (Typically 1-3 fps. Calculate load per ASCE 7.)
- Along the saltwater shoreline (not including the waterways), there are wave forces, limitations on fill, and special foundation requirements.
- Manhole lids need to be bolt-down with gasket.
- Any site fill not along the saltwater shoreline, or in the Puyallup River Overtopping Zones, requires corresponding excavation for compensatory flood water storage, at the same elevation, and designed so that it does not trap fish.
- Flood Elevations from FEMA maps are for insurance rate determination only. For construction requirements, the elevations from the tables in the Flood Study booklet must be used. The most commonly needed elevations are also given in a layer on tMap, and are also in a file in PDS SharePoint.
- Structure will need to have an engineer stamped statement that the design conforms with the flood regulations (WSBC/WSRC, WSBC Appendix G, ASCE 24, and the flood section of ASCE 7.) If structure is a building (defined as: a roof and at least 2 walls), then an Elevation Certificate signed and stamped by a Washington State Licensed Surveyor must be provided before any structure above the floor level is constructed.
- The site plan must show the extent of the 100 year flood zone, and have the flood elevation marked. The extent of 50 year and 500 year flood zones must also be marked if present on the site.

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Supporting Document and Reports

Other Project Information

- Retaining wall and vault structural calculations, should be provided for reference, and will likely require additional permits.
- Other supporting project documents identified by staff, some typically examples from TMC Title 13 may include height survey, wetland report, historical approval, variance, or other decision or determination.

Note: These guidelines do 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.