



## Planning and Development Services

### Submittal and Inspection Notes for: Accessory Dwelling Unit (ADU), ATTACHED

These notes may be used as a guide for basic requirements to prepare an application. Submittal of additional plans or information may be required to complete a building review, and/or review for shoreline or historic properties, critical areas, and those that require geotechnical analysis due to steep slopes or unstable soils. If you'd like to find out whether these items could apply, please contact us at (253) 591-5030, option 3, then option 3. Also, see [Drawings: Site Plans, Floor Plans, and Elevations](#).

| Provided  | Submittal Requirements   |
|---|--|
| <p><b>NOTE: All drawings must be in <u>one</u> PDF file named "Drawings". Your "Drawings" PDF is a required attachment to your building permit application.</b> Drawings must include sheets for Site Plan, Utility Plan, Floor Plans, Framing Plans, Roof Plans, Elevations, Section Plans, and Foundation Details as described.</p> |  |
| <input type="checkbox"/>  | <p><b>REQUIRED QUESTIONS:</b><br/>           ADU Size: _____ sq ft , Main Dwelling Size(w/o ADU) _____ sq ft , ADU Height: _____ ft<br/>           Owner Occupy? <input type="checkbox"/> Yes / <input type="checkbox"/> No , Existing Parking stall # _____ Removed Parking Stalls # _____<br/>           Renting?: <input type="checkbox"/> House / <input type="checkbox"/> ADU / <input type="checkbox"/> Both , Rental Price House\$ _____ ADU \$ _____</p>   |
| <input type="checkbox"/>  | <p><b>Site Plan</b> that shows the following:<br/> <input type="checkbox"/> North arrow with property lines, corners and dimensions of parcel<br/> <input type="checkbox"/> Building footprints with dimensions and setback from property lines and other buildings on the property<br/> <input type="checkbox"/> Legend describing details and/or plan symbols; identify adjacent streets and alleys<br/> <input type="checkbox"/> Open space detailed with calculations (TMC 13.06.100.D.7 <i>Minimum Usable Yard Space</i>)<br/> <input type="checkbox"/> Footprint square footage of <b>primary dwelling and ADU</b><br/> <input type="checkbox"/> Driveways and parking areas with dimensions, existing/proposed gravel or paving area<br/> <input type="checkbox"/> Address signage location identified that is visible from the street <b>for primary dwelling and ADU</b><br/> <input type="checkbox"/> Door access locations and access path from front street to entry for <b>primary dwelling and ADU</b></p> |
| <input type="checkbox"/>  | <p><b>Utility Plan</b>, only required if exterior modifications are proposed to any of the following:<br/> <input type="checkbox"/> Sewer line existing and proposed with distances from property lines and structures on the property<br/> <input type="checkbox"/> Water lines existing and proposed with distances from property lines and structures on the property<br/> <input type="checkbox"/> Electrical service lines existing and proposed with distances to structures on the property<br/> <input type="checkbox"/> Garbage and recycling bin locations on the property, spaced 4' apart<br/> <input type="checkbox"/> Stormwater evaluation requires calculations for all impervious surfaces since January 1, 2003. This includes new structure footprint, concrete pathways, driveways being installed, and other impervious surfaces<br/> <input type="checkbox"/> Other utility locations, such as gas service, if applicable</p>  |
| <input type="checkbox"/>  | <p><b>Floor plans</b> drawn to scale for all levels of the house and ADU with the following:<br/> <input type="checkbox"/> Dimensions and use of each room (existing and proposed)<br/> <input type="checkbox"/> Plumbing fixture location (basement fixtures may need backwater valves)<br/> <input type="checkbox"/> Ventilation for the new dwelling unit including whole house, bathroom, kitchen, etc.<br/> <input type="checkbox"/> Location of smoke and carbon monoxide alarms, showing the alarms are interconnected between the units<br/> <input type="checkbox"/> Location of all windows and doors with dimensions and shear wall/brace wall locations</p>  |
| <input type="checkbox"/>  | <p><b>Framing plans</b> for floors, roof, walls which specify size &amp; spacing of framing, beams, headers, etc.<br/> <input type="checkbox"/> Either provide engineering calculations addressing vertical and lateral loads, or show compliance with prescriptive requirements of the adopted International Residential Code<br/> <input type="checkbox"/> If modified, provide foundation details that show live and dead loads are adequately supported with footings, reinforcement, anchorage, and materials</p>   |
| <input type="checkbox"/>  | <p><b>Roof plans</b> – peaks, valleys, overhangs with dimensions, if modifications to roof are proposed</p>  |
| <input type="checkbox"/>  | <p><b>Elevations</b> drawings including the following:<br/> <input type="checkbox"/> Labeled according to their topographical orientation: North, South, East, and West<br/> <input type="checkbox"/> Height of the structures with roof pitch of <b>house and ADU</b><br/> <input type="checkbox"/> Specify trim and siding materials on <b>house and ADU</b><br/> <input type="checkbox"/> Location of all windows and doors with dimensions for <b>house and ADU</b></p>  |

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|--------------------------|---|
| <input type="checkbox"/> | <p><b>Section plans</b> and connection details including the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Detail compliance with energy code insulation</li> <li><input type="checkbox"/> Identify load path from roof to foundation</li> <li><input type="checkbox"/> Identify ceiling heights of each level, especially at basements and bathroom fixtures with sloped ceilings</li> <li><input type="checkbox"/> For garages being converted to living space, provide section view showing garage vehicle door infill</li> </ul>   |
| <input type="checkbox"/> | <p><b>Other Common Code Requirements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Interconnected smoke and carbon monoxide alarms in and between both dwelling units per International Residential Code with Washington State Amendments R314 and R315 when attached ADU</li> <li><input type="checkbox"/> Structure listed fire rated assembly and opening limitations are required for dwellings within 10 feet</li> <li><input type="checkbox"/> Structure listed fire rated assembly and opening limitations are required within 5 feet of property line</li> </ul>   |
| <input type="checkbox"/> | <p><b>Energy</b> meeting Washington State Energy Code requirements including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Additional energy credits and fuel normalization</li> <li><input type="checkbox"/> Insulation at walls, ceiling, floor, slab and slab edges</li> <li><input type="checkbox"/> Glazing U-values</li> <li><input type="checkbox"/> Electric resistance heating will require inverter-driven ductless mini-split system heat pump in the largest zone of ADU. This is not required if it can be shown the heating capacity of 2kW or less for the ADU</li> </ul> <p>Additional energy code information is available online here: <a href="#">Energy</a><br/> <b>PDF file name: Energy Code Forms</b></p> |
| <input type="checkbox"/> | Stormwater Site Plan (SSP), if modified exterior with more than 2,000 sq ft of new impervious surfaces since January 1, 2003 or grading more than 50 cubic yards. <b>PDF file name: SSP</b>   |
| <input type="checkbox"/> | Stormwater Pollution Prevention Plan (SWPPP), if modified exterior with more than 2,000 sq ft of new impervious surfaces since January 1, 2003 or grading more than 50 cubic yards. <b>PDF file name :SWPPP</b>   |
| <input type="checkbox"/> | An itemized materials list and labor costs for verification of values may be requested for BLDRA permit submittals  |

**Notes**

Permits must be applied for at <https://aca.accela.com/tacoma/>.

Apply for Attached ADU with Residential Building Alteration (BLDRA) online <https://aca.accela.com/tacoma/>. This includes converting area within an existing primary dwelling structure and new additions attached to the primary structure.

Instructions: Once you've registered online, login and select Permits to submit an application for *Residential Alteration*. All submittal requirements must be attached to your application as PDF's labeled as noted above, in monochrome, **flattened and unprotected**, **except that stormwater modeling files may be submitted in their native formats (e.g. .whm, .wh2, .mgs)**. If you need assistance or are unable to submit online, contact us at (253) 591-5030.

**Utilities:**

For Electrical and Water Meter permits, contact Tacoma Public Utilities (TPU) [www.mytpu.org](http://www.mytpu.org).

**Sewer rates** will increase to account for the additional dwelling unit, upon occupancy.

**Tacoma Water** service fee is required; contact Tacoma Water at 253-396-3057.

**Site Development:**

An associated Site Development (SDEV) permit will be required if there is on-site grading, additions to the structure, and with all new structure permits. We will create and issue the SDEV permit at the time of the Building permit issuance. The SDEV permit *may* include sewer connections, water connections, stormwater mitigation, driveway approach, on-site grading and erosion control. **If an SDEV permit is not required, then separate water connection and side sewer permits are required.**

\*\*\* SDEV permits including Right-of-Way work (such as a driveway approach) or sewer work performed by a contractor require a [City of Tacoma Right-of-Way Bond](#) prior to issuance \*\*\*

**Note: These notes 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](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.

# ADU INSPECTIONS

## General Items

- Parking and vehicle access matches site plan.
- Usable yard-space matches site plan.
- Walking path, minimum 3' wide, from ADU to public pedestrian path
- ADU size, setbacks and location match approved plans.
- Location of address posted on ADU and existing primary dwellings with numbers 4" or larger and ½" stroke width. If address is not viewable from the street, then provide additional address posting at entry access path viewable from the fronting property street.
- For garages that include vehicular doors facing the front property line, the building or portion of the building with such doors shall be setback at least 20 feet from the front property line or private road easement.

## Design Standards

- Verify the design standards meet the approved exterior architectural style, appearance and character of the main house with materials, window, façade, second story windows within 10 feet of the property line being clerestory windows or semi-translucent glass, the DADU entrance 8' from side property lines, structure shall not intercept a 45-degree daylight plane 15' above existing grade at 5 feet from setback line and roof design per approved plans. If in Historic District, meet Historic District design standards.
- In View Sensitive Districts for detached structures, the maximum height is 15 feet to the peak of the roof per approved plans.

## Construction Common Site Inspector Inspections

- Verify sewer service connection. Internal connections between the attached dwelling is allowed. If all work is inside, then it will be included with the plumbing permit and separate side sewer permit not required.
- Verify water service connection is properly installed. Shut off for separate dwelling at accessible location for each dwelling serviced.
- Water lines that extend outside the building must meet distances from property lines and structures on the property and connecting to the existing primary water service line outside the structure, or new meter connection. Up-sizing from the meter to the branch service is often required to address the additional usage.
- Verify on-site parking and driveway match plans and any associated permits are inspected for replacement, restoration, relocation through associated RCON or WO permits.
- Foundation inspection, Survey may be required to verify distances to property lines,

## Construction Common Building Inspector Inspections

- Foundation inspection, Survey may be required to verify distances to property lines,
- underfloor plumbing,
- ADU floor framing,
- Shear/brace wall nailing prior to covering. Possibly drywall inspection here if within 5' of property line and/or requiring fire rated separation for any other reason.
- Rough-in for mechanical, plumbing, and electrical (contact Tacoma Power for electrical inspections).
- Framing inspection, verify floor plans, beams, headers, brace/shearwalls, including roof, height survey may be required at this time to verify structure meets zoning limits, egress windows if installed. Verify the ADU includes facilities for cooking, living, sanitation, water heater, and sleeping. Smoke and carbon monoxide alarms prepared, Smoke sealed walls every 10' horizontally or less, and at top and bottom of walls, stairs, and more.
- Energy insulation inspection to verify insulation at slab edges or floors, walls, ceiling, sealing of gaps and walls/floors/ceiling with caulking, window U-values, energy credits possibly. Heating system matched approved plans.
- Drywall inspection is not required unless the drywall is used for wall bracing or fire separation requirements to property lines.
- Final inspection verifying address numbers, pathway, everything is working properly, fixtures installed, all weather protection, handrails, guardrails, final inspections for plumbing, mechanical electrical, Site Development permit sign-off (if applicable), water connection permits, side sewer connection, stormwater management, erosion control, and all final items required for occupancy.