



**Commercial Building Permit Submittal Checklist:
Commercial Alterations**

This checklist should be used as a guide of basic requirements to prepare an application. Submittal of additional plans or information may be required to complete a review. All documents must be in PDF format per the [Electronic File Standards Tip Sheet](#) and have document file names as **listed in bold** below.

Provided	Required Attachments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Project Summary & Code Analysis (typically on cover sheet) PRE Record Number (when applicable) _____ Land Use Application Number (when applicable) _____ Copy of previous determinations/interpretations (e.g. waivers, variances, correspondence) (when applicable) Anticipated separate submittal for <i>mechanical</i> permits (check box if applicable) Anticipated separate submittal for <i>plumbing</i> permits (check box if applicable) Anticipated deferred submittal for a portion of the building design that is not provided at the time of this permit application (e.g. roof truss or stair design). (check box if applicable) Anticipated request for <i>phased approval</i> (check box if applicable)
Drawings professional stamp and signature as applicable	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Architectural – site plan, floor plan, elevations, and details Plumbing – riser diagram, fixture count, waste vent and supply water diagrams <input type="checkbox"/> Grease Interceptor specifications, plumbing, and location on site plan. Mechanical – plan showing HVAC, supply/return air, wall/ceiling penetrations, duct work Electrical – reflected ceiling plan, egress lighting, exterior lighting (energy code review) Structural – structural drawings for proposed changes
Forms, Reports, Calculations professional stamp and signature as applicable	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Specifications Energy Code Forms – all that apply (mechanical, lighting, building envelope) Structural Calculations (stamped/ signed by same as engineer on the structural plans) Traffic Engineering <input type="checkbox"/> Traffic Generation Worksheet <input type="checkbox"/> Traffic Impact Analysis <input type="checkbox"/> Traffic Memo <input type="checkbox"/> Prepared by Traffic Engineer <input type="checkbox"/> Prepared by design professional
Additional Requirements / Notes	
<p>Mechanical and plumbing permits are separate permits, but may be reviewed and issued concurrently with the building permit. The applicant may choose to submit mechanical and plumbing permits at any point after the building permit however they will be reviewed in accordance with the timelines posted on our website.</p> <p>If deferred submittal is proposed, subsequent submittals must be checked for consistency by the registered architect for the project and submitted by the architect. The initial submittal must list the type of permit, scope of work, and anticipated dates of all submittals on the cover sheet for review.</p> <p>Fire permits such as fire sprinkler and fire alarm are obtained separately by the contractors performing the work.</p> <p>Electrical and natural gas permits are obtained separately by the applicant from Tacoma Power (www.mytpu.org) and Puget Sound Energy.</p> <p>A phased approval differs from a deferred submittal in that construction of a foundation or any other part of a building may be issued a permit prior to submittal of the construction documents for the whole structure. In this instance the holder of the permit is responsible proceeds at their own risk without the assurance that a permit for the entire structure will be granted.</p>	
Project Valuation \$ _____ Existing Building Value (per ICC) \$ _____ Anticipated Change of Occupancy <input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: This checklist 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.