



**Residential Alteration Permit Submittal Checklist:
Single-Family / Duplex / Townhomes 1-2 Units Remodels & Additions**

This checklist 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 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.

Submission of additional plans or information may be required to complete a review for buildings on view-sensitive, small-lot, shoreline or historic properties, or buildings near critical areas, steep slopes or unstable soils.

Also see [Drawings: Site Plans, Floor Plans, and Elevations](#)

| Property Information | |
|---|---|
| Site Address: | Parcel No.: Estimated Value: \$ |
| Scope of Work: | |
| <p><i>In this section, provide a complete list of ALL work proposed and include these items on your drawings to avoid potential delays in review or inspections. Be thorough and specific. Indicate where the work is being performed and can be found on the plans provided. Number each page of the plan.</i></p> | |
| Provided | Submittal Requirements |
| 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. Drawings must include sheets for Site Plan, Floor Plans, Framing Plans, Roof Plans, Elevations, Section Plans, and Foundation and Connection Details as described below. | |
| Remodels and Additions | |
| <input type="checkbox"/> | Heated/conditioned space? If yes, then verify application sections completed: <input type="checkbox"/> Energy credits, <input type="checkbox"/> Whole house ventilation, <input type="checkbox"/> Heating source description |
| <input type="checkbox"/> | Site plan. Showing property lines and distance to adjacent properties and right-of-way |
| <input type="checkbox"/> | Floor Plan: before and after plans drawn to scale for each floor impacted |
| <input type="checkbox"/> | Elevation: before and after plans drawn to scale for each floor impacted |
| <input type="checkbox"/> | Cross section: to verify ceiling height and load transfer from roof to foundation |
| <input type="checkbox"/> | Framing plans: before and after plans drawn to scale for each floor impacted |
| <input type="checkbox"/> | Foundation details, framing connection details |
| <input type="checkbox"/> | If engineering sheets are provided, include structural calculations (8.5x11 sheets) |
| Decks and Porches | |
| <input type="checkbox"/> | Site plan. Showing property lines and distance to adjacent properties and right-of-way. |
| <input type="checkbox"/> | Top view framing plan for deck and roof (if applicable). |
| <input type="checkbox"/> | Section view showing roof to foundation |
| <input type="checkbox"/> | Elevation views from each side |
| <input type="checkbox"/> | Foundation details |
| <input type="checkbox"/> | Connection and tension tie details if attached/supported to house |
| Notes | |
| <p>You may apply for a Residential Alteration Permit online at https://aca.accela.com/tacoma/. Instructions: Once you've registered online, login and select Permits to submit an application for <i>Residential Alteration</i>. All submittal requirements must be attached to your application as PDF's labeled as noted above, flattened, and unprotected. If you need assistance or are unable to submit online, please contact us at (253) 591-5030.</p> <p>For electrical permits, contact Tacoma Public Utilities (TPU) www.mytpu.org.</p> | |

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.