



Planning and Development Services

Work Order Permit – Required Document Submittals

Development or Project Name: _____

Address(es): _____

Parcel Number(s): _____

Associated Permit Number(s): _____

The associated permit number(s) will be used to verify the scope of work presented in the civil drawings and to confirm that all offsite improvements specified for this project have been included. This may include PRE, BLD, or LU permit documents.

Complete Applications

This document outlines the minimum submittal requirements for a complete Work Order (WO) Permit application and serves as a guide on information and details required in each document.

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

- Civil Plans
- Stormwater Site Plan (SSP)*
- Construction Stormwater Pollution Prevention Plan (CSWPPP)*

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

**Projects with limited scope, disturbing less than 7,000 SF and creating/replacing less than 2,000 SF of hard surface do not require an SSP or SWPPP but shall comply with erosion control measures on the project site per the Stormwater Management Manual, Volume 1 Section 1.4.2.*

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 and meet all regulatory and design requirements.

Plan Preparation and Standards	Reference
<input type="checkbox"/> ANSI D size sheets with correct title block positioning	Standard Plans: DR-03
<input type="checkbox"/> Department of Public Works in COT header cell of title block	ROW Design Manual: Ch. 3
<input type="checkbox"/> Site and Building Division in approval cell of title block	
<input type="checkbox"/> Work order number included in correct cell of title block	
<input type="checkbox"/> Correct scales: 1" = 20' horizontal, 1" = 5' vertical	
<input type="checkbox"/> Engineer's stamp, signature, and signature date on plans, in correct location	
<input type="checkbox"/> Name, address, email and telephone number of the applicant, agent or owner	
<input type="checkbox"/> Name, address, email and telephone number of the engineer	
<input type="checkbox"/> Sheet index included on cover sheet and entries match individual sheet titles	ROW Design Manual Ch. 3
<input type="checkbox"/> Legend provided with symbols, shading schemes, hatching	
<input type="checkbox"/> Vicinity map	
<input type="checkbox"/> North arrow: points up or to the right (all pages)	

Plan Preparation and Standards	Reference
<input type="checkbox"/> Vertical datum cited: NGVD29	ROW Design Manual Ch. 3
<input type="checkbox"/> Vertical control: COT benchmark cited with description of benchmark, COT benchmark number, and description of location	
<input type="checkbox"/> Horizontal datum: NAD 83-91	
<input type="checkbox"/> Horizontal control: cite or show bearing and distance between two COT monuments with descriptions of monuments, monument numbers, and descriptions of locations	
<input type="checkbox"/> Special traffic control notes with any special conditions noted	ROW Design Manual Ch. 13
<input type="checkbox"/> Overall, clear view of project included	
<input type="checkbox"/> If project is associated with on-site development, a simplified version of the on-site improvements is included on the plans with appropriate permit numbers referenced	
<input type="checkbox"/> Existing and proposed easements shown on plans, properly sized and recorded where applicable (storm and sewer)	
<input type="checkbox"/> Temporary sedimentation and erosion control plan included, typically as second sheet of plans, but may be combined with other plans if job is simple enough	Stormwater Management Manual
<input type="checkbox"/> Work order general notes up-to-date and included as last sheet in set	WOGN on City's website
<input type="checkbox"/> Copy of monument removal permit from DNR if existing monuments are to be affected by project	WAC Chapter 332-120
<input type="checkbox"/> Project control: provide stationing tied to monuments	ROW Design Manual Ch. 3
<input type="checkbox"/> Profile views are required for: <ul style="list-style-type: none"> • New curb (asphalt wedge or cement concrete) • Extension of public utilities • Boring or directional drilling 	
<input type="checkbox"/> If profile views are required, they are formatted per Section 4.2, Chapter 3 of ROW Design Manual: <ul style="list-style-type: none"> • New curb • Grades shown for flow lines • Data bands with correct information shown • Stationing increases from left to right • Vertical curve information, where applicable 	

Street Improvements	Reference
Basic Information	
<input type="checkbox"/> Cross sections provided for all streets being improved	ROW Design Manual Ch. 3
<input type="checkbox"/> Curb and gutter alignment is correct	Standard Plans: DR-04 & DR-05
<input type="checkbox"/> Sidewalk alignment is correct – use existing alignments where possible	
<input type="checkbox"/> Crowned section or full-warp section used properly	ROW Design Manual Ch. 4
<input type="checkbox"/> Identify existing road conditions including pavement type and most recent condition index rating for all streets in the project vicinity	tMap, City GIS

Street Improvements	Reference
<input type="checkbox"/> Confirm that street cuts and patches are correct per the ROW restoration policy: <ul style="list-style-type: none"> • All utility cuts are shown correctly on the plan • Generally rectangular with edges parallel or perpendicular to direction of travel • Meet line may not fall within vehicle wheel path • Consolidate patches as needed • Curb and sidewalk are removed and replaced to nearest expansion joint – sawcut joints not allowed • Concrete panel streets: full panel replacement required • Driveway approaches cannot be partially replaced 	ROW Restoration Policy
<input type="checkbox"/> Confirm that curb ramp improvements are consistent with the COT Curb Ramp Matrix	COT Curb Ramp Matrix
<input type="checkbox"/> Include “go-around” intersection paving details as required, see DR-07 for reference	ROW Design Manual Ch. 3
<input type="checkbox"/> Horizontal curve information shown on plans	
<input type="checkbox"/> Vertical curve information shown on plans	
<input type="checkbox"/> Centerline station, width, and type shown for all driveway approaches – type is correct	
<input type="checkbox"/> Streetlight plans are included if required	
<input type="checkbox"/> Dead ends <ul style="list-style-type: none"> • End-of-road markers required at dead end • Turn-around required for dead ends longer than 150 feet • Cul-de-sac per DR-06 • Hammerhead turnarounds per ROW DM • Include hammerhead or cul-de-sac grading details 	ROW Design Manual Ch. 4 Standard Plans: DR-06 & DR-07
Design Standards	
<input type="checkbox"/> Pavement section per design requirements	ROW Design Manual Ch. 4 Standard Plans: DR-06 & DR-07
<input type="checkbox"/> Minimum longitudinal slope for concrete curb and gutter is 0.3 percent	
<input type="checkbox"/> Minimum longitudinal slope for asphalt wedge curb is 1 percent	
<input type="checkbox"/> Maximum grade break allowed without a vertical curve is 1 percent.	
<input type="checkbox"/> Maximum slope for new streets is acceptable	
<input type="checkbox"/> Minimum flow line grade of 1 percent around intersections	
<input type="checkbox"/> Maximum of 6 percent cross slope anywhere within intersections, maximum of 2 percent cross slope for areas of pedestrian crossings	
<input type="checkbox"/> Horizontal curves conform to AASHTO	AASHTO Green Book
<input type="checkbox"/> Vertical curves conform to AASHTO	
<input type="checkbox"/> Proper taper length where applicable $L=WS^2/60$	ROW Design Manual Ch. 4
<input type="checkbox"/> Wedge curb needs to be 6” x 18” on downhill side of full-warp section	
<input type="checkbox"/> Check to see if project is located within special LID area or a historical district – standard details are affected	tMap, City GIS
Parking ,Channelization, and Traffic Considerations	
<input type="checkbox"/> No parking within 15 feet of a fire hydrant	RCW 46.61.570
<input type="checkbox"/> No parking within 20 feet of a pedestrian crosswalk	
<input type="checkbox"/> No parking within 20 feet of a fire station driveway	

<input type="checkbox"/> No parking within 30 feet of a stop sign	
<input type="checkbox"/> No parking within 50 feet of a railroad crossing	
<input type="checkbox"/> No parking within an intersection (includes "T" types)	
<input type="checkbox"/> Standard parking space minimum 8.5' wide and 16.5' long	TMC 13.060.510
<input type="checkbox"/> Driveway is properly sized. Business case must be included for any driveways of non-conforming size	TMC 10.14
<input type="checkbox"/> Channelization plans included if needed. Include appropriate standard plans from the CH series if existing markings are impacted	ROW Design Manual Ch. 7
<input type="checkbox"/> Sign details and callouts included as needed	ROW Design Manual Ch. 4
Miscellaneous	
<input type="checkbox"/> Temporary asphalt driveways used for streets with only wedge curb – call out the radius for approaches	ROW Design Manual Ch. 4
<input type="checkbox"/> Catch points shown for cuts and fills over 1 foot	ROW Design Manual Ch. 3
<input type="checkbox"/> Compaction method and materials addressed for fills over one foot in depth	Per WDOT 2-03.3(14) – note on plans
<input type="checkbox"/> Monuments shown where needed: for plats, at curves, etc.	
<input type="checkbox"/> Proper monument type and location callouts if monuments are to be placed or replaced	ROW Design Manual Ch. 4

Sidewalks and Curb Ramps	Reference
Basic Information	
<input type="checkbox"/> If existing walks are to be replaced, confirm scope of damaged/defective walks	
<input type="checkbox"/> Check to see if new walks/streets trigger street trees	TMC 13.06.502
<input type="checkbox"/> Check for vaulted, structural walks if the project is downtown	tMap, City GIS
<input type="checkbox"/> Walks and planters clearly shown on plan and in section	ROW Design Manual Ch. 3
<input type="checkbox"/> No paving in planter strip. De-pave existing paved planters where required	TMC 10.14.060
<input type="checkbox"/> If public walks or ramps cross private property, a dedication of land is required. Show AFN on plans prior to approval.	
Design Standards	
<input type="checkbox"/> ADA compliance in accordance with CFR 28, Part 35 as supplemented by the latest edition of the Public Right-of-Way Accessibility Guidelines	PROWAG
<input type="checkbox"/> All sidewalk, ramps, and landings must be a minimum of 5 feet wide. If existing walks are less than 5 feet, use a transition panel beyond property line to tie in.	
<input type="checkbox"/> Combination sidewalk shall be 7 feet minimum adjacent to commercial sites and on arterial streets.	ROW Design Manual Ch. 4
<input type="checkbox"/> Where on-street parking is proposed adjacent to sidewalks, confirm that sidewalks are wide enough with vehicle overhang	
<input type="checkbox"/> Minimum radius around parking stalls and bulb-out areas is 15 feet (based on street cleaner turn radius)	
<input type="checkbox"/> Use a transition panel to tie new sidewalk in to existing sidewalk if the existing sidewalk cross slope or width are non-compliant. The transition panel may warp at 0.5 percent cross slope per longitudinal foot. The transition panel must begin beyond the property line, terminate at an existing expansion joint, and is not required to go more than 15 feet.	Standard Plans: SU-05

Sidewalks and Curb Ramps	Reference
<input type="checkbox"/> Obstructions such as handrails or retaining walls need to be a minimum of 2 feet behind the back-of-walk	ROW Design Manual Ch. 4
Ramps	
<input type="checkbox"/> Curb ramp details provided at 1" = 5' or 1" = 10' showing dimensions and spot elevations meeting ADA and PROWAG requirements	
<input type="checkbox"/> Note all proposed longitudinal and cross slopes for the ramp and landing areas	
<input type="checkbox"/> Dimension and percent slope must be shown between each location of finished grade to finished grade for all panels	
<input type="checkbox"/> Delineate the landing areas with a callout – 5' x 5' minimum	
<input type="checkbox"/> Leader and label for detectable warning surface per SU-05G	
<input type="checkbox"/> Cannot have pedestrian curb if it causes trip hazard or vertical discontinuity	
<input type="checkbox"/> Note the stationing, offset, and elevation of each point of intersection of the ramp with the curb return to facilitate staking	
<input type="checkbox"/> If curb is affected, note the flow line slopes and finished grades as applicable	
<input type="checkbox"/> For any non-compliant feature, include a maximum-extent-feasible statement on the plans. Not allowed for new construction.	
<input type="checkbox"/> The following note should appear on any sheet bearing a detailed curb ramp design: "Do not deviate from curb ramp design. Revisions shall be submitted to and approved by the City prior to construction."	
Street Trees and Miscellaneous	
<input type="checkbox"/> Street trees proposed meet landscaping requirements	COT Urban Forestry Manual: Ch. 2
<input type="checkbox"/> Species clearly identified on plans and on approved tree list.	COT Urban Forestry Manual: App. 7
<input type="checkbox"/> Appropriate tree pit sizes and spacing.	Standard Plans: LS-03
<input type="checkbox"/> Tree grates or approved ADA-compliant equal – required on slopes, downtown districts	
<input type="checkbox"/> Private irrigation system in ROW requires ROCC permit (street occupancy permit)	ROW Design Manual Ch. 9

Stormwater Management	Reference
Basic Information	
<input type="checkbox"/> If street improvements are associated with on-site project, ensure that stormwater documentation addresses the street improvements in addition to the on-site	Stormwater Management Manual
<input type="checkbox"/> Gutter capacity check included if appropriate	
<input type="checkbox"/> Grading and erosion control shown on plans with necessary details	
<input type="checkbox"/> SWPPP included for project	
<input type="checkbox"/> Water quality requirement satisfied	
<input type="checkbox"/> Flow control requirement satisfied	
<input type="checkbox"/> Show all utility crossings in profile	ROW Design Manual Ch. 3
<input type="checkbox"/> Check horizontal and vertical clearances	Sanitary Side Sewer Manual: Ch. 3

Stormwater Management	Reference
<input type="checkbox"/> If modifying existing system: is bypass required/addressed?	
<input type="checkbox"/> Include labels to distinguish between private and public pipes, structures, etc.	
Manholes	
<input type="checkbox"/> Label each manhole with type, station, offset, and diameter	ROW Design Manual Ch. 3
<input type="checkbox"/> Minimum 0.1 ft fall across manhole	ROW Design Manual Ch. 11
<input type="checkbox"/> No drop connections allowed for main line	
<input type="checkbox"/> Crown-to-crown elevation connection when pipes of different diameters connect to a common structure	
<input type="checkbox"/> Verify manhole is large enough to accommodate all incoming and outgoing pipes	
<input type="checkbox"/> Check vertical and horizontal dimensions for constructability of the structure	
<input type="checkbox"/> For saddle manholes, add the following note to the plan: Pothole to verify horizontal and vertical alignment prior to construction	
<input type="checkbox"/> For connections to existing manhole, include note to re-channel manhole	
Catch Basins	
<input type="checkbox"/> Label each catch basin with type, station, offset, and diameter (if applicable)	ROW Design Manual Ch. 11
<input type="checkbox"/> Type 1 to Type 1 catch basin connections not allowed within ROW	
<input type="checkbox"/> Target max length for catch basin leads is 50 feet	
<input type="checkbox"/> Type 1 catch basins cannot be more than 5 feet from rim to lowest IE	
<input type="checkbox"/> Catch basins may not conflict with curb ramps, driveways, crosswalks, or other utilities	
<input type="checkbox"/> Catch basins may not be located in gravel or high sediment-producing areas	
<input type="checkbox"/> Maximum surface run between catch basins is 350 feet	
Pipes	
<input type="checkbox"/> Label each pipe with material, length, slope, and diameter	ROW Design Manual Ch. 11
<input type="checkbox"/> Minimum cover for PVC and non-reinforced concrete pipe is 3 feet – ductile iron may be used for less, down to 1 foot of cover	
<input type="checkbox"/> If DI is used, call out as CL 50 or CL 52 (CL 53 min for flanges)	
<input type="checkbox"/> All pipes in ROW minimum diameter of 12 inches	
<input type="checkbox"/> Target maximum main line length between manholes is 350 feet unless pipe slope is under 0.5 percent, then 200 feet	
<input type="checkbox"/> Target mainline invert depth is approximately 6 feet	
<input type="checkbox"/> Target minimum slope for main line 0.5 percent	
<input type="checkbox"/> For new streets: check alignment	Standard Plans: DR-04 & DR-05
<input type="checkbox"/> Check steep slopes: pipe anchors required?	ROW Design Manual Ch. 11
Short plats and plats	
<input type="checkbox"/> Include table showing maximum allowed impervious for each lot	
<input type="checkbox"/> Show on-site stormwater facilities for the building lots with setbacks	
<input type="checkbox"/> Include relevant design info for on-site facilities	

Sanitary Sewer	Reference
Basic Information	
<input type="checkbox"/> Check horizontal and vertical clearances	Sanitary Side Sewer Manual: Ch. 3
<input type="checkbox"/> If modifying existing system: is bypass required/addressed?	
<input type="checkbox"/> Include labels to distinguish between private and public pipes, structures, etc.	
Manholes	
<input type="checkbox"/> Label each manhole with type, station, offset, and diameter	ROW Design Manual Ch. 11
<input type="checkbox"/> Minimum 0.1 ft fall across manhole	
<input type="checkbox"/> No drop connections allowed	
<input type="checkbox"/> Crown-to-crown elevation connection when pipes of different diameters connect to a common structure	
<input type="checkbox"/> Verify manhole is large enough to accommodate all incoming and outgoing pipes	
<input type="checkbox"/> Check vertical and horizontal dimensions for constructability of the structure	
<input type="checkbox"/> For saddle manholes, add the following note to the plan: Pothole to verify horizontal and vertical alignment prior to construction	
<input type="checkbox"/> For connections to existing manhole, include note to re-channel manhole	
Main Line	
<input type="checkbox"/> Label each pipe with material, length, slope, and diameter	ROW Design Manual Ch. 11
<input type="checkbox"/> Target maximum main line length between manholes is 400 feet	
<input type="checkbox"/> Target mainline invert depth is approximately 10 feet	Standard Plans: DR-04 & DR-05
<input type="checkbox"/> Minimum slope is 1 percent for main line or provide calculations that show scouring velocity is achieved	ROW Design Manual Ch. 11
<input type="checkbox"/> Minimum diameter for main line is 8 inches	
<input type="checkbox"/> For new streets: check alignment	Standard Plans: DR-04 & DR-05
<input type="checkbox"/> Check steep slopes: pipe anchors required?	ROW Design Manual Ch. 11
Laterals	
<input type="checkbox"/> If project is associated with on-site development, side sewer connections are shown on plan with station	
<input type="checkbox"/> Minimum diameter for commercial properties is 6 inches, 4 inches for residential connections	Sanitary Side Sewer Manual: Ch. 3
<input type="checkbox"/> Side sewer target minimum slope 2 percent	
<input type="checkbox"/> Side sewers 8 inches in diameter and over require manhole connection to main line	
<input type="checkbox"/> If connecting new 4- or 6-inch to existing main: per SU-23	
<input type="checkbox"/> If connecting new 4- or 6-inch to new main, use sanitary tee and provide a detail for the connection	
<input type="checkbox"/> For plats and stubs: stub extends 5 feet beyond property line or utility easement – include note to mark with stake indicating location and depth	

Sanitary Sewer	Reference
<input type="checkbox"/> For large developments with many stubs: terminate on-site with cleanout to facilitate testing of main and laterals	
<input type="checkbox"/> Minimum of 3 feet between side sewer connections on main	
<input type="checkbox"/> Minimum of 10 feet between manhole and side sewer connections	
<input type="checkbox"/> Maximum of two side sewer connections in to dead-end manhole	
<input type="checkbox"/> Shoe-string side sewers require ROCC permit	
<input type="checkbox"/> If pumping, an engineering report and engineered plans are required	Sanitary Side Sewer Manual: Ch. 4

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