Planning and Development Services

Residential Structure Submittal Checklist

Document may be used as a guide for basic requirements to prepare an application where residential buildings of the following types for new construction projects:

- **Single-Family/ Detached Accessory Dwelling Unit of 3 Stories or Less**
- **Duplex/ Detached Accessory Dwelling With 2 Dwelling Units of 3 Stories or Less**
- **Townhomes Between 3 and 6 Dwelling Units of 3 Stories or Less**
- **Multi-Dwelling Structure Containing 6 Dwelling Units or Less and 3 Stories or Less**
- **Alteration of Residential Structure with 6 or Less Dwellings That Exceeds 80% Building Valuation**
- **Accessory Structures Associated with Primary Structure Containing 6 or Less Dwelling Units**

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

- Must include Address, Parcel number, and Scope of Work.
- Each document or document set listed below must be separated into its own PDF file (e.g. architectural plans should be combined into one PDF). Plan sets that are divided into separate pages will not be accepted.
- Number and label each page of each document.
- New structures within a view-sensitive district that appear within 5' of the height limit may require a coaching meeting. A height survey completed by a licensed surveyor is also likely required.

Required Document Sets

Site and Civil Plans

1) Follow the Site Development Submittal Guidance Form. https://www.tacomapermits.org/wp-content/uploads/2021/12/SDEV-Complete-Application-Submittal-Guidance-Form.pdf
2) For residential development with **multiple structures for a residential project**, the Residential Project Development Form must be submitted with each associated building permit records.
3) Fire separation distances between structures on the same property must be shown on the site plan.

Architectural plans including everything below:

1) Architectural professional licensed in the State of Washington is required to prepare documents for structures with 4 or more dwellings, per RCW18.08.410.
2) Floor plans for all floors and basements including:
   a) Dimensions and use of each room (existing and proposed)
   b) Plumbing and mechanical fixture locations (basement fixtures may need backwater valves)
   c) Location of smoke, carbon monoxide detectors
   d) Location of all windows and doors with dimensions
   e) Shear wall/brace wall locations and lengths called-out.
   f) Detail on plans of how the home is being heated, including fuel source for appliances/fixtures. A gas piping diagram is required if gas appliances proposed. Mechanical plans required for 3 or more dwelling units.

3) Framing plans for floors, roof, walls which specify size and type of framing members beams, headers, etc. with dimensions and shear wall/brace wall locations and lengths.
4) Roof plans – peaks, valleys, overhangs with dimensions
5) Elevation drawings labeled with "north", "south", "east", and "west", scale and building dimensions and specify materials, and location of all windows and doors with dimensions matching window and door schedule.
6) Section plans and connection details including the following:
   a) Detail compliance with energy code insulation and additional energy credits on plans
   b) Specify size and type of framing members for *floors,* walls, ceiling/roof, beams, headers, etc.
   c) Connection details and load paths
   d) Clarify fire rated wall assemblies, if required due to separation distances or common dwelling walls
7) Foundation details that show live and dead loads are adequately supported showing footing dimensions, depth, reinforcement, and material.
8) Show on plans or submit supporting documents how the project meets Washington State Energy Code fuel normalization, energy credits and insulation requirements. More information can be found here: https://www.energy.wsu.edu/BuildingEfficiency/EnergyCode/CodeForms.aspx
9) Please provide references and all details on architectural drawings that would be applicable under Tacoma Municipal Code, Title 13 related to Land Use regulations.

Structural Design

Provide Design Criteria. Either provide structural engineering plans and calculations prepared by a Washington State licensed professional or detail compliance with the current version of the International Residential Code showing how the home is being built prescriptively by providing a code analysis and clearly identified compliance on the plans with brace wall calculations.

Plumbing and Mechanical Plans

For structures with 3 or more dwellings, Mechanical and Plumbing plans must be provided as those permits are included with the building permit. Deferment of those plans will result in additional review fees under a required field revision.

Other items identified by staff, which may include geotechnical report, height survey, critical areas report, historical approval, variance, other decisions, determinations, and/or permitting processes.

Application Process

You may apply for a Residential New Building Permit online at https://aca.accela.com/tacoma/.
Each proposed structure on a property will require a different building permit submittal.
If there is more than one building proposed in the project development, then a separate Site Development permit is required. Both the Building and Site Development permits require a Residential Project Development Form when there are multiple structures to assist staff with properly coordinating permit reviews.

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

Note: The associated SDEV permit can only be issued to a licensed contractor with a City of Tacoma right-of-way bond.

For electrical permits, contact Tacoma Public Utilities (TPU) www.mytpu.org.

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.

TTY or STS users please dial 711 to connect to Washington Relay Services.