



COMMERCIAL PLAN REVIEW
City of Tacoma - Building and Land Use Services
PERMIT APPLICATION SUBMITTAL CHECKLIST

Project: _____, Project Address: _____

Comments: _____

Contact Person: _____ Phone: _____

Intake Reviewer: _____ Okay to Submit Yes No

SUBMITTAL PACKAGE CONTENTS

ALL SUBMITTALS

Reqd		Provided		
Yes	No	Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application for Plan Review Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Permit Application Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Standards Lighting Allowance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Code Information Listed on the Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landuse Zoning Classification for Site Listed on the Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) Copy Health Dept. Approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) Set Project Specifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed Professional Stamp on all Sheets (Projects over \$25,000.00 in Value)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) Set Occup't Load Calc's by Room
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) Set Energy Performance Data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) Set Mech. Equip. Schedule Data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) Set Structural Calculations

NEW PROJECT SUBMITTALS (Including Additions)

Reqd		Provided		
Yes	No	Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Five (5) Complete Sets of Construction Drawings (Site, Civil, Arch., Struct., Mech. & Elect.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three (3) Extra Architectural Site Plans (Include civil & landscaping if information is separate)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Checklist and SEPA Fees.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Use Permit, or Conditional Use Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Variance, Waiver, or Exception
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Use Action Decision on File
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Use Actions are Pending for Project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Use Actions Required before Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land Use Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shoreline or Wetland Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Concurrency Application Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Capacity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) Set Soils & Geo-tech Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm Water Calculations for both On Site and Off Site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Industrial Classification from SIC Manual

TENANT IMPROVEMENT SUBMITTALS

Reqd		Provided		
Yes	No	Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three (3) Complete Sets of Construction Drawings (Arch., Struct., Mech. & Elect.)

DETAILED CHECK LIST

SITE WORK PLANS CHECKLIST

Reqd Yes No	Provided Yes No		Reqd Yes No	Provided Yes No	
<u>SITE DEVELOPMENT PLAN</u>			<u>LANDSCAPE PLAN FOR REVIEW</u>		
Overall Project Description:					
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	Site Landscaping Shown
<input type="checkbox"/>	<input type="checkbox"/>	Adjoining Street Location & Names	<input type="checkbox"/>	<input type="checkbox"/>	Landscaped Perimeter or Screen
<input type="checkbox"/>	<input type="checkbox"/>	Locations of New & Existing Bldgs	<input type="checkbox"/>	<input type="checkbox"/>	Plant Material Information:
<input type="checkbox"/>	<input type="checkbox"/>	Accessible Route of Travel	<input type="checkbox"/>	<input type="checkbox"/>	Lists Plant Common & Botanical Names
<input type="checkbox"/>	<input type="checkbox"/>	Topographic & Drainage Flow Data	<input type="checkbox"/>	<input type="checkbox"/>	Has Quantities and Sizes of Plantings
<input type="checkbox"/>	<input type="checkbox"/>	Location of Water Bodies/Wetlands	<input type="checkbox"/>	<input type="checkbox"/>	Planting Spacing/Density
<input type="checkbox"/>	<input type="checkbox"/>	Property Boundaries & Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler Irrigation Connection:
<input type="checkbox"/>	<input type="checkbox"/>	Public & Private Easements	<input type="checkbox"/>	<input type="checkbox"/>	Water Connection, Location & Size
<input type="checkbox"/>	<input type="checkbox"/>	Refuse Container Enclosure & Gate	<input type="checkbox"/>	<input type="checkbox"/>	Back-flow Prevention Equipment Data
<input type="checkbox"/>	<input type="checkbox"/>	Transformer Location Shown	<input type="checkbox"/>	<input type="checkbox"/>	Hose Bib Locations
<input type="checkbox"/>	<input type="checkbox"/>	Existing and Proposed Contour Lines	<u>PARKING AND ACCESS</u>		
<input type="checkbox"/>	<input type="checkbox"/>	Clearing Limits and Scope of Grading	Curb Cut & Drive Entry Data:		
<input type="checkbox"/>	<input type="checkbox"/>	Critical Areas Buffers & Protection	<input type="checkbox"/>	<input type="checkbox"/>	Parking Entry Location from the Street
<input type="checkbox"/>	<input type="checkbox"/>	Quantities of Gross Cut and Fill	<input type="checkbox"/>	<input type="checkbox"/>	Entry Construction Details Shown
<input type="checkbox"/>	<input type="checkbox"/>	Follows Tacoma Stormwater Mgmt Mnl	<input type="checkbox"/>	<input type="checkbox"/>	Stall Types Delineated & Dimensioned
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Erosion Control Measures	<input type="checkbox"/>	<input type="checkbox"/>	Location of Handicapped Parking
<input type="checkbox"/>	<input type="checkbox"/>	Private Storm Drainage Size & Location	<input type="checkbox"/>	<input type="checkbox"/>	Parking Tabulation Information
<input type="checkbox"/>	<input type="checkbox"/>	On-Site Utilities Extensions Location	SPECIAL VEHICLE ACCESS:		
<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks, Stairs, Ramp, Walls, Etc.	<input type="checkbox"/>	<input type="checkbox"/>	Fire & Emergency Vehicle Access
Off-Site Improvements Information:			<input type="checkbox"/>	<input type="checkbox"/>	Refuse Vehicle Access to Container
<input type="checkbox"/>	<input type="checkbox"/>	City W O Drawings for all Off-site Work	SANITARY AND STORM DESIGN		
<input type="checkbox"/>	<input type="checkbox"/>	Existing Improvements & Utilities	Storm Sewer Information:		
<input type="checkbox"/>	<input type="checkbox"/>	Extension of Power, Phone, Cable & Gas	<input type="checkbox"/>	<input type="checkbox"/>	Inverts, Flows, Sizes & Materials
<input type="checkbox"/>	<input type="checkbox"/>	Extension Water plus Fire Hydrants	<input type="checkbox"/>	<input type="checkbox"/>	Details of Connections to City System
<input type="checkbox"/>	<input type="checkbox"/>	Extension of Sanitary & Storm Sewer	<input type="checkbox"/>	<input type="checkbox"/>	Sanitary Sewer Information:
			<input type="checkbox"/>	<input type="checkbox"/>	Inverts, Flows, Sizes & Materials
			<input type="checkbox"/>	<input type="checkbox"/>	Details of Connections to City System
			<input type="checkbox"/>	<input type="checkbox"/>	Waste Water Source Control Data:
			<input type="checkbox"/>	<input type="checkbox"/>	Pre-Treatment of Process Waste
			<input type="checkbox"/>	<input type="checkbox"/>	Pre-Treatment of Kitchen Waste

ARCHITECTURAL & STRUCTURAL SUBMITTAL CHECKLIST

Reqd Yes No	Provided Yes No		Reqd Yes No	Provided Yes No	
<u>ARCHITECTURAL PLANS</u>			<u>ACCESSIBILITY INFORMATION</u>		
<input type="checkbox"/>	<input type="checkbox"/>	Building Key Plan	<input type="checkbox"/>	<input type="checkbox"/>	Ramps, Doors, Passages & Clearances
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans & Schedules			Dimensions to Show Compliance:
<input type="checkbox"/>	<input type="checkbox"/>	Seating & Furniture Layouts	<input type="checkbox"/>	<input type="checkbox"/>	Accessible Toilets, Lav's, Baths, Etc.
<input type="checkbox"/>	<input type="checkbox"/>	Roof Plans & Details	<input type="checkbox"/>	<input type="checkbox"/>	Accessible Public Amenities Plus Signage
<input type="checkbox"/>	<input type="checkbox"/>	Building Elevations	<u>STRUCTURAL INFORMATION</u>		
<input type="checkbox"/>	<input type="checkbox"/>	Building Sections	<input type="checkbox"/>	<input type="checkbox"/>	Foundation Plan & Details
<input type="checkbox"/>	<input type="checkbox"/>	Wall Sections & Details	<input type="checkbox"/>	<input type="checkbox"/>	Wall Framing & Bracing Details
<input type="checkbox"/>	<input type="checkbox"/>	Openings & Finish Schedules	<input type="checkbox"/>	<input type="checkbox"/>	Floor Framing Plan & Details
<input type="checkbox"/>	<input type="checkbox"/>	Fire Resistive Assembly Const.	<input type="checkbox"/>	<input type="checkbox"/>	Roof Framing & Diaphragm Data
<input type="checkbox"/>	<input type="checkbox"/>	Materials Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Structural Building Sections
			<input type="checkbox"/>	<input type="checkbox"/>	Structural Specifications
			<input type="checkbox"/>	<input type="checkbox"/>	Has Connection Schedules & Notes
			<input type="checkbox"/>	<input type="checkbox"/>	Lists Special Inspection Requirements

ENERGY, MECHANICAL, AND ELECTRICAL SUBMITTAL CHECKLIST

<u>ENERGY COMPLIANCE</u>			
Reqd	Provided		
Yes	No	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>MECHANICAL & VENTILATION</u>			
<u>Mechanical System Information:</u>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reqd	Provided		
Yes	No	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>ELECTRICAL & SIGNAL</u>			
<u>Electrical Service Information:</u>			
<u>Electrical Lighting Allowance Data:</u>			
<u>Alarm Data:</u>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLUMBING SUBMITTAL CHECKLIST

Reqd	Provided		
Yes	No	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reqd	Provided		
Yes	No	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On-Site Improvements Information:

COMMENTS & SPECIAL CONDITIONS
