

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

Project: _	, Project Address:						
Comments:							
Contact F	Person: Phone:						
Intake Re	viewer: Okay to Submit Yes \( \Delta \) No \( \Delta \)						
SUBMITTAL PACKAGE CONTENTS							
ALL SUBMITTALS							
Reqd Yes No	Provided Yes No  ☐ ☐ Application for Plan Review Form ☐ ☐ Energy Permit Application Form ☐ ☐ Energy Standards Lighting Allowance ☐ ☐ Building Code Information Listed on the Plans ☐ ☐ Landuse Zoning Classification for Site Listed on the Plans ☐ ☐ One (1) Copy Health Dept. Approval ☐ ☐ One (1) Set Project Specifications ☐ ☐ Signed Professional Stamp on all Sheets (Projects over \$25,000.00 in Value) ☐ ☐ One (1) Set Occup't Load Calc's by Room ☐ ☐ One (1) Set Energy Performance Data ☐ ☐ One (1) Set Mech. Equip. Schedule Data ☐ ☐ One (1) Set Structural Calculations						
	NEW PROJECT SUBMITTALS (Including Additions)						
Reqd Yes No	Provided Yes No        Five (5) Complete Sets of Construction Drawings (Site, Civil, Arch., Struct., Mech. & Elect.)     Three (3) Extra Architecural Site Plans (Include civil & landscaping if information is separate)   Environmental Checklist and SEPA Fees.   Special Use Permit, or Conditional Use Permit   Variance, Waiver, or Exception   Land Use Action Decision on File   Land Use Actions are Pending for Project   Land Use Actions Required before Permit   Land Use Permit Application   Shoreline or Wetland Permit   Concurrency Application Status   Certificate of Capacity   Two (2) Set Soils & Geo-tech Reports   Industrial Classification from SIC Manual						
Reqd	TENANT IMPROVEMENT SUBMITTALS Provided						
Yes No	Yes No  ☐ ☐ Three (3) Complete Sets of Construction Drawings (Arch., Struct., Mech. & Elect.)						

## DETAILED CHECK LIST

SITE WORK PLANS CHECKLIST							
Reqd	Provided		Rec			vided	
Yes No	Yes No		Yes	s No	Ye	s No	
	SITE DEVELOPMENT PLAN Overall Project Description:						LANDSCAPE PLAN FOR REVIEW Site Landscaping Shown
	□ □ Vicinity Map						Landscaped Perimeter or Screen
	☐ ☐ Adjoining Street Location & Names						Plant Material Information:
	☐ ☐ Locations of New & Existing Bldgs						Lists Plant Common & Botanical Names
	□ □ Accessible Route of Travel □ □ Topographic & Drainage Flow Data						Has Quantities and Sizes of Plantings
	□ □ Topographic & Drainage Flow Data □ □ Location of Water Bodies/Wetlands		ш	ш	ш		Planting Spacing/Density Sprinkler Irrigation Connection:
	□ □ Property Boundaries & Dimensions						Water Connection, Location & Size
	□ □ Public & Private Easements						Back-flow Prevention Equipment Data
	☐ ☐ Refuse Container Enclosure & Gate						Hose Bib Locations
	☐ ☐ Transformer Location Shown						DADIZING AND ACCESS
	□ □ Existing and Proposed Contour Lines □ □ Clearing Limits and Scope of Grading						PARKING AND ACCESS  Curb Cut & Drive Entry Data:
	☐ ☐ Critical Areas Buffers & Protection						Parking Entry Location from the Street
	☐ ☐ Quantities of Gross Cut and Fill						Entry Construction Details Shown
	☐ ☐ Follows Tacoma Stormwater Mgmt Mnl						Stall Types Delineated & Dimensioned
	☐ ☐ Temporary Erosion Control Measures						Location of Handicapped Parking
	□ □ Private Storm Drainage Size & Location □ □ On-Site Utilities Extensions Location						Parking Tabulation Information
	□ □ Sidewalks, Stairs, Ramp, Walls, Etc.						SPECIAL VEHICLE ACCESS:
	, , , , ,						Fire & Emergency Vehicle Access
	Off-Site Improvements Information:						Refuse Vehicle Access to Container
	☐ ☐ City W O Drawings for all Off-site Work						CANITADY AND STORM DESIGN
	□ □ Existing Improvements & Utilities □ □ Extension of Power, Phone, Cable & Gas						SANITARY AND STORM DESIGN Storm Sewer Information:
	□ □ Extension Water plus Fire Hydrants						Inverts, Flows, Sizes & Materials
	□ □ Extension of Sanitary & Storm Sewer						Details of Connections to City System
			_	_	_	_	Sanitary Sewer Information:
							Inverts, Flows, Sizes & Materials Details of Connections to City System
			_	_			Waste Water Source Control Data:
							Pre-Treatment of Process Waste
							Pre-Treatment of Kitchen Waste
	ARCHITECTURAL & STRUCTU	RA	LS	SUB	МІТ	TAI	CHECKLIST
Reqd	Provided		Rec			video	
Yes No	Yes No		Yes	. No	Ye	s No	
	ARCHITECTURAL PLANS		_	_	_	_	ACCESSIBILITY INFORMATION
	□ □ Building Key Plan □ □ Floor Plans & Schedules					ш	Ramps, Doors ,Passages & Clearances Dimensions to Show Compliance:
	□ □ Seating & Furniture Layouts						Accessible Toilets, Lav's, Baths, Etc.
	□ □ Roof Plans & Details						Accessible Public Amenities Plus Signage
	□ □ Building Elevations						
	□ □ Building Sections □ □ Wall Sections & Details		_	_	_	г	STRUCTURAL INFORMATION  Enumeration Plan & Dataila
	□ □ Wall Sections & Details □ □ Openings & Finish Schedules						Foundation Plan & Details Wall Framing & Bracing Details
	☐ ☐ Fire Resistive Assembly Const.						Floor Framing Plan & Details
	□ □ Materials Specifications						Roof Framing & Diaphragm Data
							Structural Building Sections
							Structural Specifications
							Has Connection Schedules & Notes Lists Special Inspection Requirements
			_	_	_	_	2.5.5 Special Inspection requirements

## ENERGY, MECHANICAL, AND ELECTRICAL SUBMITTAL CHECKLIST ENERGY COMPLIANCE Reqd Provided Reqd Provided Yes No Yes No Yes No Yes No Special Venting & Damper Data: Fire & Smoke Damper Locations **Building Envelope & Opening Data:** П Follows Prescriptive Envelope Method Commercial Laundry Appliance Venting П Any Component Performance Tabulations Commercial Kitchen Hoods & Ducting All Building Insulation to be Installed ☐ Lists "U" Factors for Glazing & Doors ELECTRICAL & SIGNAL **Electrical Service Information:** MECHANICAL & VENTILATION Service Amps, Voltage & Phase Data Mechanical System Information: П Electrical Loads for Panel Schedules Equip Capacity & Performance Data **Electrical Lighting Allowance Data:** Lists Fuel Type & BTU/H Output П Lighting Budget Allowance Calculations Any HVAC Energy Saving Components Lighting Fixture Types & Installed Watts Duct Layouts for Supply with CFM Levels Exterior Lighting Return Air Vents and Transfer Methods Lighting Controls Compliance Information Supply of Required Ventilation Levels Alarm Data: Piping & Duct Insulation Requirements П Smoke Detector Locations at Dwellings Smoke Detection Points in HVAC Ducts

Reqd

Yes No

Provided

Yes No

□ □ Assembly Space Fire Alarm Information

**Special Utilities Piping Data:** 

				Fixture Layouts & Water Use Calculations Hot & Cold Water Supply Piping Layout					Natural Gas Service & Piping Sizes Service System Piping for Specialties
_	_	ш	_	Waste Collection Data:					Alternate Sources of Water for Project
				Waste & Vent Riser Diagram	_	_			Water Utility Sizing Information:
				Tabulates Size of Sewer Service					Fixture Count and Supply Calculations
On-	Site I	mpr	oven	ents Information:					
COMMENTS & SPECIAL CONDITIONS									

PLUMBING SUBMITTAL CHECKLIST

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Print Date: February 21, 2003 1:21 PM

Reqd

Yes No

Provided

Yes No

Water System Data: