

**COMMERCIAL / INDUSTRIAL
REQUIRED INFORMATION and PLANS
CHECK LIST**

Appropriate application form(s) **must be filled in completely.**
Building, Plumbing, Mechanical, Fire Protection / Alarm, Water/Sewer
City staff will help with parcel numbers.

Transmittal sheet (list of all items submitted)

PLANS REQUIRED

1. Site / Plot plan - 3 sets. Site plan should show required parking stall layout; building footprint and required setbacks.

(Plus two site/footprint for assessor and addressing).

2. Landscaping – 3 complete sets of landscaping and irrigation plans.

3. Building – 2 sets, including elevation certificate, soil study, structural, architectural (floor, elevations, etc.) barrier free, fire resistive, truss calculations, specification book, details.

*** Note: required stamps shall be originals (no copies).**

4. Plumbing – 2 sets, layout, riser diagram, backflow prevention, health department approval of septics, sewage treatment approved by City of Tacoma Sewage Treatment Dept.

5. Mechanical – 2 sets, Layout, Equipment specs, Energy Code Compliance, Ventilation Code Compliance, Gas lines, Refrigeration, Fire Dampers, Smoke Detectors, Shut down system, Fuel cut-off. Roof-top mechanical units require screening from public rights-of-way.

6. Fire Protection / Alarm – 2 sets, Type of system, Layout, Water Supply, Specifications and Equipment listings, Calculations.

7. Tenant Improvement – 2 sets, Building Shell and Site, see items 1-5 above.

*** SEPA submittals may require more or different information.**

*** Phone the Permit Coordinator prior to submittal for a fee estimate.
(253) 922-9624**