



BUILDING Commercial

Date: _____
 Tax Parcel: _____
 Address: _____
 Reviewer: _____

THE FOLLOWING ITEMS ARE REQUIRED IF APPLICABLE. PLEASE SEE INSTRUCTIONS ON THE BACK OF THIS FORM.

Submittal Standards	DEMOLITION OF STRUCTURE	FACTORY ASSEM STRUCTURE	INTERIOR COMM. REMODEL	COMMERCIAL	REQUIRED
The number indicates the number of copies that are required if applicable.					
CARLS	2	2		4	
Master Application (Right of Entry Agreement not required for Commercial Building Submittals)		1	1	1	
Site Plan (See Site Plan Checklist if in Community Plan Area)	3	3	3	6	
Landscape Plan				2	
Master Sign Plan					
Building Elevations (include building height)					
Vicinity Map	3	3	3	6	
Land Use Application		SUBMITTAL STANDARD	SUBMITTAL STANDARD	SUBMITTAL STANDARD	
Environmental Checklist	SUBMITTAL STANDARD	SUBMITTAL STANDARD		SUBMITTAL STANDARD	
Construction Drawings (Foundation, Framing, Floor Plan, Cross Section, Elevations)		2	2	2	
Plumbing Plans			2	SUBMITTAL STANDARD	
Mechanical Plans			SUBMITTAL STANDARD	SUBMITTAL STANDARD	
Application for Insignia Form		1			
NREC Forms			1	1	
Proof of Ownership	1				
Fire Alarm System Permit		SUBMITTAL STANDARD	SUBMITTAL STANDARD	SUBMITTAL STANDARD	
Fire Flow/Water Availability		2	2	1	
Emergency Vehicle Access				3	
Fire Sprinkler Permit		SUBMITTAL STANDARD	SUBMITTAL STANDARD	SUBMITTAL STANDARD	
Food Comm. Service Review			1	1	
Pretreatment Review		1	1	1	
Septic Approval or Sewer Permit	1 ¹	1	1	1	
Driveway Permit (if stand alone permit)				3	
Site Development Permit				SUBMITTAL STANDARD	
Administrative Design Review (ADR)/Site Plan Review (SPR) ²		SUBMITTAL STANDARD	SUBMITTAL STANDARD	SUBMITTAL STANDARD	

¹ Sewer Capping Permit.

² ADR/SPR as required in Community Plan areas. Refer to the Land Use Application Submittal Standards.

THE FOLLOWING ITEMS MAY BE REQUIRED IF A CRITICAL AREA IS IDENTIFIED ON THE PARCEL: FLOOD STUDY, GEOTECHNICAL STUDY, HYDROGEOLOGIC STUDY, MINE ASSESSMENT, TITLE NOTIFICATION, WETLAND APPLICATION

CARLS: Critical Area Resource Land Checklist is available at the Development Center.

MASTER APPLICATION: Complete all information that is applicable to your site and project.

SITE PLAN: See Site Plan Checklist if your parcel is within a Community Plan Area. Site plan must be drawn to scale (not less than 1"=20'), show all property corners, existing and proposed structures, distance of structure to property line, adjacent roads, storage tank locations, easements, well locations and north arrow. Site plans shall be at least 8 1/2" x 11". Show 2' contours extending 25' beyond property lines. **Emergency Vehicle Access** must be clearly identified on site plan.

LANDSCAPE PLAN: As required in Title 18J, Design Standards and Guidelines and Title 18A, Zoning.

MASTER SIGN PLAN: Required for all multi-tenant and multi building complexes.

BUILDING ELEVATIONS: Include building height.

VICINITY MAP: The vicinity map can be included on the site plan.

LAND USE APPLICATION: Land use application is required for all projects that are not permitted outright in the zone.

ENVIRONMENTAL CHECKLIST: State Environmental Policy Act (SEPA) review may be required, all activities within a designated Environmentally Sensitive Area will require environmental review.

CONSTRUCTION DRAWINGS: Plans must be drawn to scale, preferred scale is 1/4" = 1'. Dimensions must be noted on the plans. A complete set of drawings shall include: Foundation Plan, Framing plans, Floor plans, Cross sections. Drawings for projects in excess of 4,000 sq.ft. or more than four dwelling units must be prepared by a licensed Architect or Engineer.

PLUMBING PLANS: Required if proposing more than a minor alteration, or addition, to the plumbing system.

MECHANICAL PLANS: Required if there is a significant alteration, or addition, to HVAC equipment.

APPLICATION FOR INSIGNIA FORM: Available from Labor and Industries.

NREC: Lighting systems, building envelope, mechanical HVAC.

PROOF OF OWNERSHIP: A contract or bill of sale with make, model number, serial number and size.

FIRE ALARM SYSTEM PERMIT: Required for the structure by the Uniform Fire Code or due to lack of adequate fire flow.

Emergency Vehicle Access: Must be a minimum 24' wide, paved, and reach to within 150' of all exterior portions of buildings. Minimum outside turning radius is 45'. Minimum inside turning radius is 20'. Show required emergency vehicle turn-around on site plan.

ADR/SPR: Requires completion of a Design Review Checklist or Design Guideline Form.

FIRE FLOW/WATER AVAILABILITY: Certificate signed by the water purveyor for fire flow water availability.

FIRE SPRINKLER PERMIT: Required for the structure by the Uniform Fire Code or due to lack of adequate fire flow.

FOOD COMMUNITY SERVICE REVIEW: Required for all schools, pools, camps, and food service establishments (restaurants, fish or meat markets, bakeries, grocery stores, drugstores, etc).

PRETREATMENT REVIEW: Required for all commercial projects with sewer service, application fee of \$50 through the Public Works Utilities division of Pierce County.

SEPTIC APPROVAL OR SEWER PERMIT: Septic application must be submitted to the Tacoma Pierce County Health Dept. approval is required prior to permit issuance for all single family developments on septic. Sewer permits can be obtained at the Development Center for projects served by sewer.

DRIVEWAY PERMIT: May be required if accessing a public road or right of way.

SITE DEVELOPMENT PERMIT: Required if moving in excess of 50 cubic yards of fill. For commercial with less than 5,000 square feet of impervious surface an Abbreviated Drainage and Erosion/Sedimentation Control Plan is required. If commercial and over 5,000 square feet of impervious surface an Engineered Drainage and Erosion/Sedimentation Control Plan is required. **Single family** residential submittals will need to meet Title 17A. This may include installing trenches or detention systems. See applicable submittal standard.

FLOOD STUDY: All development proposed in an area of special flood hazard will be reviewed by Development Engineering to determine the extent of regulation.

GEOTECHNICAL STUDY: A geotechnical assessment or report will be required if the parcel is located within a Landslide/Erosion Hazard Area. Also required if the structural engineering requires a bearing (Fb) over 2,000 pounds/sq.ft. (psf).

HYDROGEOLOGIC ASSESSMENT: Required by the Tacoma-Pierce County Health Department if within an Aquifer Recharge Area and meets the criteria set forth in Pierce County Code Section 18E.50.020.

MINE ASSESSMENT: A mine assessment will be required if the parcel is located within a Mine Hazard Area.

TITLE NOTIFICATION: Title notice recorded with the Pierce County Auditor is required if the parcel contains a critical area or designated natural resource.

WETLAND APPLICATION: Wetland review *may* be required when indicators are identified on or within 315 feet of the project site boundaries. Wetland review *shall* be required when a wetland or its buffer is identified within 315 feet of the project site boundaries.