



A Guide to Residential Building Permit Applications

Single-Family & Duplex

Bulletin 21

Division of Building, Safety, and Inspection for 2018 International Codes

This bulletin is designed to provide guidance when applying for a residential structure, such as a dwelling, accessory dwelling unit (ADU), garage, shop, or any other residential structure requiring permits.

Step One - Gather information for your application.

What we can provide:

- Parcel numbers, addresses
- History and status of previous permits
- Site specific Design Criteria
- Code references/interpretation
- Clarification of requirements
- Direction for questions other than building division (setbacks, critical areas, etc.)

Helpful Information: Other permits or applications may be needed *before* you can apply for your building permit. These may include:

- Septic or Well Permits
- Sewer or water connections
- Planning or Zoning approvals

You are welcome to ask for a Submittal Standard (see Bulletin 72) to check for items that may be required *before* you can apply for your building permit.

Step Two - Apply for your building permit. Once you are confident you have all required items to make application, you can apply for your permit here:

<https://pals.piercecountywa.gov/palsonline/#/dashboard>

Helpful Information:

- The "Applicant's" email will be the main point of contact for all communication.
- Incomplete applications will receive instructions from our permit technicians to help you complete your application process. This communication is through your PALS permitting portal account, if you have applied online.
- Your application will be assigned a six-digit number for tracking purposes. This is your "application" number. THIS IS NOT YOUR PERMIT NUMBER. Permit numbers are created once the application is *accepted*.

Step Three - Pay fees. Once your application is accepted, the permit technician will send an invoice for payment via email.

Step Four - Your application is reviewed by all divisions. If reviewers have questions or need additional information, they will add a "request" comment in your PALS permitting portal. You may sign up for email alerts so you can get notification when any actions occur on your permit approval process.

Step Five - Approval and issuing of your permit. All stamped documents, including your permit and inspections requirements, will be emailed to the applicant's email address.

PRINT THESE DOCUMENTS and have them available on-site for every inspection.

Permit approval times vary depending on the time of year and workload of our staff. You may contact the Development Center at 253-798-3739 to ask for current approximate review times.

Helpful Information: You will most likely have multiple permits for your project. Each permit will have different inspections. Some of these may include:

- Septic/Sewer or Well permits
- Site Development permits
- Fire/sprinkler/propane permits
- Gas line permits (for exterior gas lines)
- Electrical permits (contact L&I or Tacoma Public Utilities)

Step Six - Start work and schedule inspections. Be sure to set-up your inspections to occur *before* each phase of construction is covered up. Building inspections can be scheduled through this link: <https://www.co.pierce.wa.us/FAQ.aspx?TID=78>

If you have questions about what is required for a building inspection, you may contact your site inspector prior to the inspection either by phone or email.

Step Seven - Complete all related permits. It is the property owner's responsibility to verify that all permits have been completed. The building division cannot approve a final inspection if related permits have not been completed prior.

Step Eight - Final inspection and Certificate of Occupancy. Once your inspector has completed your final inspection, you may print off your Certificate of Occupancy through your PALS permitting portal under the Documents tab.