



Commercial Building

Application Checklist

Information about building permit applications can be found in [PCC Chapter 17C](#).

This is the Submittal Standard Checklist referenced in [PCC 18.40.020 A](#), Form and Content.

Application Checklist	Commercial Demolition	Factory Assembled Structure	Interior Commercial Remodel and Tenant Improvement	New Commercial and Exterior Remodel	Swimming Pool
Commercial Building Application	X	X	X	X	X
Applicant Attestation	X	X	X	X	X
Site Plan	X	X	X	X	X
Landscape Plan ¹		X		X	
Construction Drawings		X	X	X	X
Structural Engineering Calculations – Engineer Stamped				X	X
Application for Insignia Form		X			
WSEC Forms			X	X	
Fire Flow Certificate of Water Availability & Water System Map		X	X	X	
Emergency Vehicle Access		X		X	
Commercial Food Plan Review			X	X	
Pretreatment Review		X	X	X	
Septic Approval or Sewer Permit	X ²	X	X	X	
These applications/permits and associated fees may also be required:					
Driveway Approach Permit				X	
Site Development Permit				X	X
Land Use Application		X	X	X	
Environmental Checklist (SEPA)	X	X	X	X	
Plumbing Permit			X	X	
Mechanical Permit			X	X	

Items marked with an “X” must be submitted to be considered a complete application.

¹ Required per Countywide Design Standards and Guidelines [PCC Chapter 18J.15](#)

² Capping permit is required for demolition

Instructions for the Application Checklist

Commercial Building Application: Complete the [Application](#) to include all information that is applicable to your site and project.

Applicant Attestation: Applicants must confirm they have a legal right to begin the permitting process for the proposed development project. The [Applicant Attestation form](#) must be completed and uploaded with application submittal along with any required supporting documents.

If the applicant is an agent of the property owner, they must submit written permission from the property owner that authorizes them to act on their behalf. **A completed application, signed by the property owner, counts as agent authorization.**

Site Plan: 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, driveways, storage tank locations, easements, well locations and north arrow. Show 2' contours extending 25' beyond property lines.

Construction Drawings: Plans must be drawn to scale, preferred scale is ¼" = 1'. Dimensions must be noted on the plans. A complete set of drawings shall include: Foundation Plan, Framing Plan, Floor Plan, Roof Plan, Building Cross Sections, and Elevations. Drawings for projects in excess of 4,000 square feet, or more than four dwelling units, must be prepared by a licensed Architect or Engineer.

Structural Engineering Calculations – Engineer Stamped: Will be required if the structure does not meet conventional construction standards.

Application for Insignia Form: Available from [Labor and Industries](#).

WSEC Forms: Lighting systems, building envelope, mechanical HVAC information with check forms shall be completed. Visit www.neec.net.

Fire Flow Certificate of Water Availability & Water System Map: Obtained from a water purveyor certifying fire flow availability and hydrant location.

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.

Commercial Food Plan Review: Application must be submitted to the [Tacoma Pierce County Health Department](#). Required for all schools, pools, camps, and food service establishments (restaurants, fish or meat markets, bakeries, grocery stores, drugstores, etc.) that serve the public. Applies to sites on sewer or septic.

Pretreatment Review: Required for all commercial projects with sewer service.

Septic Approval or Sewer Permit: Septic application must be submitted to the [Tacoma Pierce County Health Department](#). 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. If less than 5,000 square feet of impervious surface is created, an Abbreviated Drainage and Erosion/Sedimentation Control Plan is required. If over 5,000 square feet of impervious surface, an Engineered Drainage and Erosion/Sedimentation Control Plan is required.

Landscape Plan: See [PCC 18J.10.055](#) A.9. for information on who is qualified to prepare a plan. Include on this plan:

- **Landscape Buffers** – Include proposed landscape buffering to meet standards of [PCC 18J.15.040](#).
- **Parking Lot Landscaping** – Landscaping must meet the standards of [PCC 18J.15.090](#).
- **Plants** – Plants must meet the requirements of [PCC 18J.15.100](#) and [PCC 18J.15.110](#).
- **Native Vegetation Area** – Include site clearing and vegetation retention areas as required by [PCC 18J.15.020](#).
- **Trees** – Include Tree Inventory and Conservation Plan as required by [PCC 18J.15.030](#) and [18J.15.050](#).

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), required if project is not exempt in [WAC 197-11-800](#) and [PCC Title 18D](#). The signed form must be submitted with the application.

Plumbing Plans: Required if proposing any plumbing.

Mechanical Plans: Required for any new or alteration of HVAC equipment.

Applications for the following are not required for a complete submittal but may be needed prior to approval of your building application.

- **Geotechnical Assessment or Report:** Required if the parcel is located within a Landslide/Erosion Hazard Area, usually when slopes are in excess of 15%. [PCC Chapter 18E.80](#)
- **Flood Study:** Required whenever development is proposed within flood zones A or B and potholes as identified on the FEMA maps. [PCC Chapter 18E.70](#)
- **Mine Assessment:** Required if the parcel is located within a Mine Hazard Area. [PCC Chapter 18E.100](#)
- **Fish and Wildlife Habitat Review:** Required when the Department's maps, sources, or field investigation indicates that the site for a proposed regulated activity is located within a potential regulated fish or wildlife habitat area. [PCC Chapter 18E.40](#)
- **Wetland Review:** Required if development is proposed within 315' of a mapped wetland or wetland indicator. [PCC Chapter 18E.30](#)