

**Application and Plan Submittal Checklist
Excavation, Grading, Clearing and Paving Permit
To include Retaining Walls and Vaults, as applicable**

Project Address: _____
Parcel Number: _____
Owner: _____ Telephone Number: _____
Owner Address: _____ City: _____
State: _____ Zip: _____ Owner email: _____
Contractor: _____ Telephone Number: _____
Contractor Address: _____ City: _____
State: _____ Zip: _____ Contractor email: _____
Engineer: _____ Telephone Number: _____
Engineer Address: _____ City: _____
State: _____ Zip: _____ Engineer email: _____
Contact Person: _____ Telephone Number: _____
Contact Person Address: _____ City: _____
State: _____ Zip: _____ Contact Person email: _____
Quantity of Soil to be Moved: _____ Cubic Yards Fill Cut Both Cut and Fill
Valuation of Work: \$ _____
Area of the site to be disturbed: _____ square feet
Area to be paved: _____ square feet.
Number of parking stalls: _____
Area of landscaping: _____ square feet.
Will work occur within the Critical Area? _____
Signature of Applicant: _____ Date: _____
Print Name of Applicant _____ E-Mail of Applicant _____

Excavation, grading, clearing, paving and construction of retaining walls and vaults are all regulated within the City of Tacoma. Control of clearing, excavation, grading, and paving, including fills and embankments; administrative procedures for issuing permits; fees associated with permits and procedures for approval of plans and inspection are outlined in the Tacoma Municipal Code (TMC).

This application is for work to be completed on private property. Work within the right of way requires separate permits.

Permits for grading are required if 50 cubic yards of soil or more are moved, or if an area 7,000 square feet or greater is grubbed, or if any amount of soil or a significant amount of vegetation is moved or disturbed within a critical area.

Grading in excess of 500 cubic yards or in a critical area requires a grading plan prepared by a civil engineer.

Work in critical areas are subject to the requirements in TMC 13.11.

Additional reports and information may be required depending on the project per TMC 2.02.370 and other applicable codes.

Contact Building and Land Use Services for information regarding this permit application or the permitting process at (253) 591-5030.

SEPA may be required. **Contact the Land Use Planner at (253) 591-5577.**

Stormwater mitigation may be required. Refer to the City of Tacoma Surface Water Management Manual (SWMM) for requirements. **Contact Environmental Services at (253) 591-5218.**

Submittal Package for Excavation, Grading, Clearing, Paving and Retaining Walls / Vaults Permit

All items listed in the submittal checklist that are applicable to the project shall be provided for review and permit approval.

Documents to be submitted

Have? Yes	No	Not Reqd.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three (3) sets of plans, drawn to scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SEPA Checklist and filing fee, when applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineering Design Required per TMC 2.02.370
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Engineering Report, when applicable:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Site Plan (SSP) per SWMM when applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Pollution Prevention Plan (SWPPP) per SWMM when applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design information for structures (retaining walls and vaults)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permit numbers for all related permits and land use actions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscape plan, when required by TMC 13.06.502

Required Information for Structures

Have? Yes	No	Not Reqd.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retaining Wall Details and Cross-Sections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retaining Wall and other Structures Calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vault Calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vault Structural Details and Cross Sections

Plan Showing Existing Conditions including those fifty feet beyond the Boundary Lines of the Project

Have? Yes	No	Not Reqd.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topography 2 Ft Contours Max, slopes less than 15%
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 Ft Contours Max slopes between 15% and 40%
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 Ft Contours Max slopes 40% and over
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing Structures and Utilities, Including Those Outside the Site but within 15 Ft of the Grading Limits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Natural Drainage Courses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trees 6 Inches or more in Diameter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing Trees and Vegetation to be retained
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flood plain boundary, including 10 year and 50 year flood lines, if available
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets, Property Boundary Lines, Off-Site Improvements, Easements, etc.

Plan Showing Final Conditions:

Have? Yes	No	Not Reqd.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clearing and Grading Limits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retaining Wall Locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vault Locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fill and Cut Setbacks from the Property Lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topography (Contours not to exceed 5 Feet)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Site Stabilization
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Mitigation per the City of Tacoma Surface Water Management Manual

Required Information for Parking Lots

Have? Yes	No	Not Reqd.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineated Parking Stalls with Sizes Dimensioned (Include Regular and Van Accessible Stalls and Details for Accessible Parking Including Sign(s)). Sidewalk, Curbs, Gutters and Other Street Improvements; Include Driveway locations and Sizes. Offsite Improvements require a Separate Permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contours, profiles and/or sections necessary to show grading and slope of parking lot. NOTE: Accessible stalls and access aisles are permitted a maximum slope of 2% in any direction.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Height Obstructions Over Parking Lot.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Parking Lot Lighting, if installed, with Fixture (Lamp and Ballast) Wattage Provide Documentation to Show Compliance with WSEC Chapter 15.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show Interior Curbs or Islands.

General Requirements

Have? Yes	No	Not Reqd.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of Work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property Boundary with streets and north directional arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temporary Erosion and Sedimentation Control (TESC) Drawing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Source of Fill Material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of Disposal Area for Excavated Material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written Construction Sequence