

COMMERCIAL SUBMITTAL COUNTER CHECKLIST

	Received	Date
1. Pre-Application Conference Summary letter	_____	_____
2. Final Design Approval letter	_____	_____
3. Completed and signed Building Permit application	_____	_____
4. 1 copy of SEPA MDNS/DNS(if applicable)	_____	_____
5. 3 sets of site plans with EVA, parking, ingress/egress, etc. from Design Review incorporated with redlines	_____	_____
6. Septic system design with soil logs approved by the (TPCHD) Tacoma-Pierce County Health Department (1 Copy) or Sewer Availability letter	_____	_____
7. Completed and signed Surface Water application w/ 2 copies of TIR, SWPPP	_____	_____
8. Site plans showing Infiltration System Design drawings with calculations & location of septic system w/ reserve field (3 Sets) if NOT in the Sewer LID	_____	_____
9. Completed Certificate of Water Availability letter with Fire sprinkler plans (3 Sets) and Fire Flow Credit Worksheet	_____	_____
10. Construction drawings w/ Engineering Wet Stamped including lateral and gravity structural calculations (3 Sets)	_____	_____
11. Plumbing, Mechanical & Lighting Checklist all on NREC Compliance forms with plans (2 Sets)	_____	_____
12. Geo-Technical Report /Wetland Report (if required-2 copies) Other Critical Areas Reports (if required-2 copies)	_____	_____
13. Contractor's License (1 copy)	_____	_____

Received by: _____

DATE: _____

*Missing information to be itemized for applicant. Applications **WILL NOT** be accepted until a complete permit application package has been received*