

BULLETIN

Permitting Tips

(6/2017)

This bulletin is to make you aware of issues that have been identified by the City or other retailers and suggests Tenant's architect and engineer pursue further as it relates to Tenant's contract documents.

- The City of Tacoma website has a permit submittal checklist to assist in the process
- For additional information regarding City and Health Department websites and other permitting information contact them directly at the following web sites:

www.cityoftacoma.org/Page.aspx?nid=154

<http://www.tpchd.org/index.php>

- All documentation must be submitted at the same time. Full MEP plans and the State of Washington forms will be required at the permit submission.
- Tenants can make an appointment either by email or with a phone call to meet with a specialist for the permit.
- City of Tacoma permit time is 2-3 weeks.
- Sprinkler / Life Safety permitting review time is 4 -6 weeks. Tenant's General Contractor must be diligent in submitting plans to avoid delays in schedule.
- Permits are not required for kiosks unless they are:
 - Anchored to the floor, or
 - Walls over 5'-0" tall are anchored to the floor