City of Tacoma
Planning and Development Services
Permit Advisory Task Force

This packet of information is provided in response to questions in Permit Advisory Task Force discussions regarding a desire to understand the code triggers and thresholds better.

Where would you go in the future to look for this kind of information?

Decision Trees/Flowcharts

- Building/Fire
    1. Draft IEBC Structural Requirements
    2. Draft Fire Sprinkler Requirements
- Right-of-Way & Traffic
    3. 2016 City of Tacoma Right-of-Way Design Manual
    4. 2016 City of Tacoma Curb Ramp Matrix
    5. Off-Site Improvements per TMC 2.19
- Sanitary Sewer & Storm Water Library
    6. 2016 Stormwater Management Manual
    7. 2016 Side Sewer and Sanitary Sewer Availability Manual

Triggers and Thresholds

- Fire sprinklers, alarms, exits
    1. Restaurants/Bars
        - Occupant load >49 – Two exits required and doors must swing out, separation (fire-rated) required in buildings without fire sprinklers
        - Occupant load >99 – fire sprinklers required
        - Occupant load >299 fire alarm required
    2. Schools/Daycares
        - Occupant load >50 – fire sprinklers and fire alarm required
        - Occupant load >49 – Two exits required and doors must swing out
    3. Churches/Other assemblies
        - Occupant load >49 – Two exits required and doors must swing out, separation (fire-rated) required in buildings without fire
        - Occupant load >299 – fire sprinklers / fire alarm required
    4. Storage/Factories – fire areas > 12,000 require fire sprinklers, high-piled storage can require fire detection and fire sprinklers depending on amount and type of storage
    5. New Residential – fire sprinkler and fire alarm required

SEISMIC UPGRADES DECISION FLOW CHART
IEBC WORK AREA METHOD

- Not Substantial Structural Alteration per IEBC 907.4.2
- Not Risk Category IV
- Not Including IEBC Chapter 6 for Structural Damage
- Not accounting for Addition provisions of IEBC Chapter 11, Section 1103.3

ADAPTIVE REUSE – SEISMIC UPGRADE TRIGGERS – IEBC w/ Washington State and City of Tacoma Amendments

Phase

Change of Occupancy

Chapter 10 Change of Occupancy
- Yes → **1007.3** Is the new Occupancy a higher Risk Category -or- URM/HCT per **TMC 2.02.810**?
  - Yes → **1007.3** Perform Analysis of area of cumulative Change of Occupancy since construction and change of Risk Category
    - **1007.3 (Exception 2)** Is cumulative area of change of occupancy (not RC IV) <= 10% of total existing floor area & Not Risk Category IV ?
      - Yes → DRAFT
      - No
    - **1007.3** Perform Analysis of building relative to detailing provisions of code
      - **1007.3 (Exception 1)** Has it been demonstrated to the Code Official that special detailing provisions are satisfied?
        - Yes → Strengthen Building to IEBC Section 301.1.4.2 (Reduced IBC)
        - No → Strengthen Building to IEBC Section 301.1.4.1 (IBC)
    - **TMC 1007.3.3 Table 1007.1** Determine if Building is URM or Hollow Clay Tile.
      - **TMC 1007.3.3** Is building URM or hollow Clay Tile?
        - Yes → Strengthen Building to IEBC Section 301.1.4.2 (Reduced IBC)
        - No
  - No
- No

Alteration

Chapter's 7-9 Alteration → Determine Valuation of work → **TMC 2.02.585** Level 3 (Substantial Alteration) > 50% ICC Valuation ?

- Yes → Perform Occupancy and Construction Analysis → IEBC 907.4 Exception 1 R Occupancy, & < 5 Dwelling/Sleeping Units & light-frame construction provisions of IBC or in compliance with IRC ?
  - Yes → Strengthen to IBC light Frame Std. – or- IRC Std. as applicable
  - No → Demonstrate through Evaluation & Analysis if in compliance with ASCE/SEI → Compliant with ASCE/ SEI?
    - No → **WA State Amendment** Select Compliance method Per IEBC 304.1.4.2, IBC or ASCE 41 as listed in IEBC 301.1.4.1 → Compliant w/ IEBC 301.1.4.2 ?
      - Yes
      - No → **907.4** Strengthen Building to IEBC Section 301.1.4.2 (Reduced IBC)
    - Yes
- Yes → Perform Scope Analysis → IEBC 907.4 Exception 2 Lowest Story Only & Not Change in Occupancy ?
  - Yes → **907.4** Strenghten Building to IEBC Section 301.1.4.2 (Reduced IBC) Lowest Story Only
  - No
- No

807.5 Level 2
- Yes → Perform Load Analysis → **807.5 Exception** Are lateral loads per IEBC 807.5 Exception <10 % Increase in lateral loads -and- No Irregularities are created ?
  - No → Perform Lateral Analysis → **807.5** Strengthen Building to IEBC Section 301.1.4.2 (Reduced IBC)
  - Yes
- No

807.6 Are alterations / improvements Voluntary per IEBC 807.6 *(Not required by Code)*? → Perform Investigation and Analysis → Meets IEBC 807.6 ?
- Yes
- No → **807.6** Modify Building to meet IEBC 807.6

707.3 Level 1
- Yes → Perform Scope and Construction Analysis → **707.3.1** Is Re-Roof area > 25% of roof area **&** are there URM Parapets (Seismic Zone D,E or F) ?
  - Yes → Perform Investigation & Analysis to demonstrate compliance with IEBC 707.3.1 → Compliant with IEBC 707.3.1 ?
    - Yes
    - No → **707.3.1** Brace Parapets per force levels per IEBC 301.1.4.2 (Reduced IBC)
  - No
- No

No Proposed Scope

TMC 2.01 Minimum Building and Structures Code → **TMC 2.01** Does Structure meet Minimum Structures Code?
- Yes → No Seismic Work Required
- No → Improve to Minimum Structures Code level (50%)

FIRE SPRINKLER FLOW CHART FOR EXISTING BUILDINGS USING THE WORK AREA METHOD OF COMPLIANCE

AS = AUTOMATIC SPRINKLER SYSTEM

FOR A GROUP R OCCUPANCY RUN THROUGH BOTH FLOW CHARTS AND FOLLOW THE MOST RESTRICTIVE OUTCOME

CHART 1

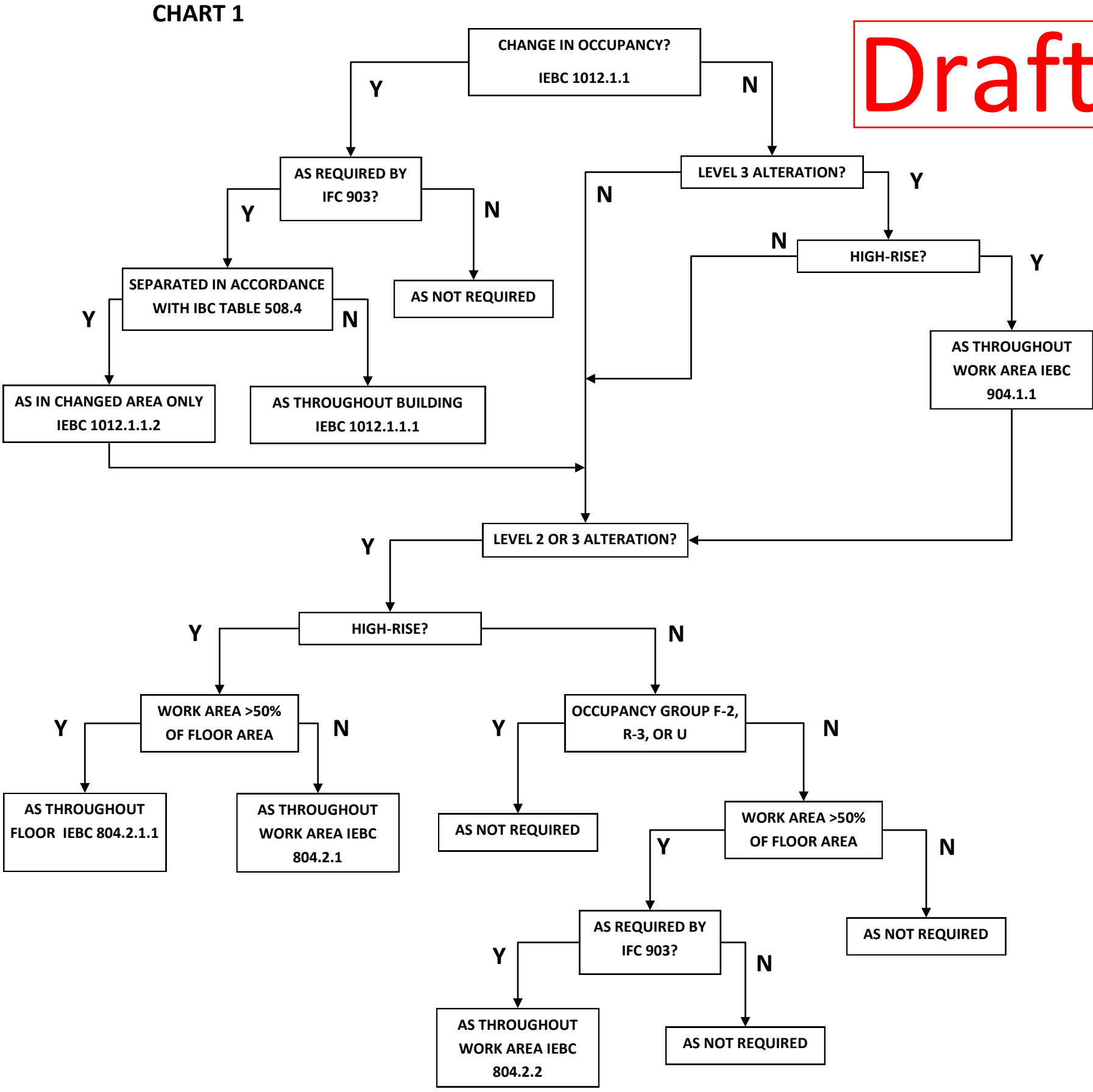
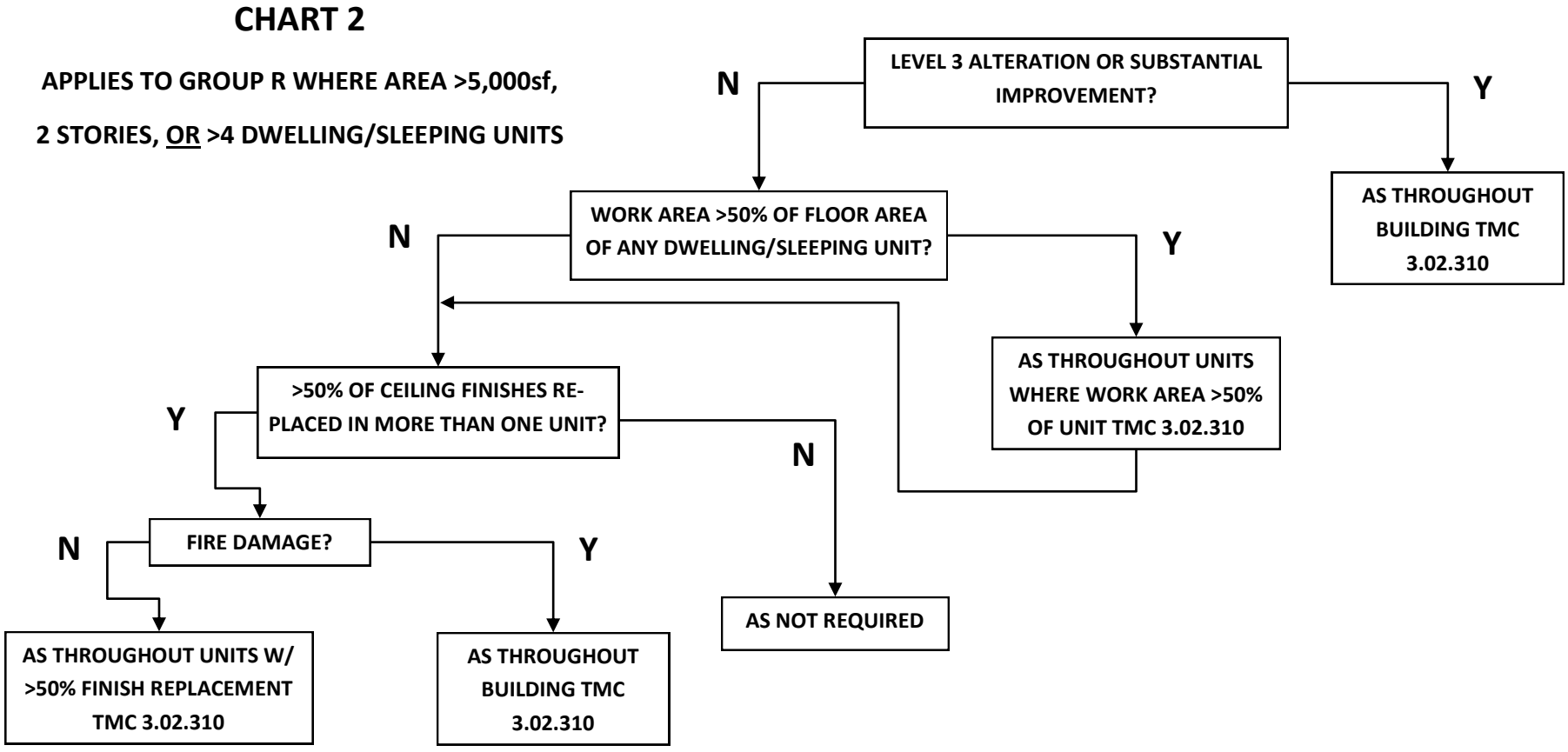


CHART 2

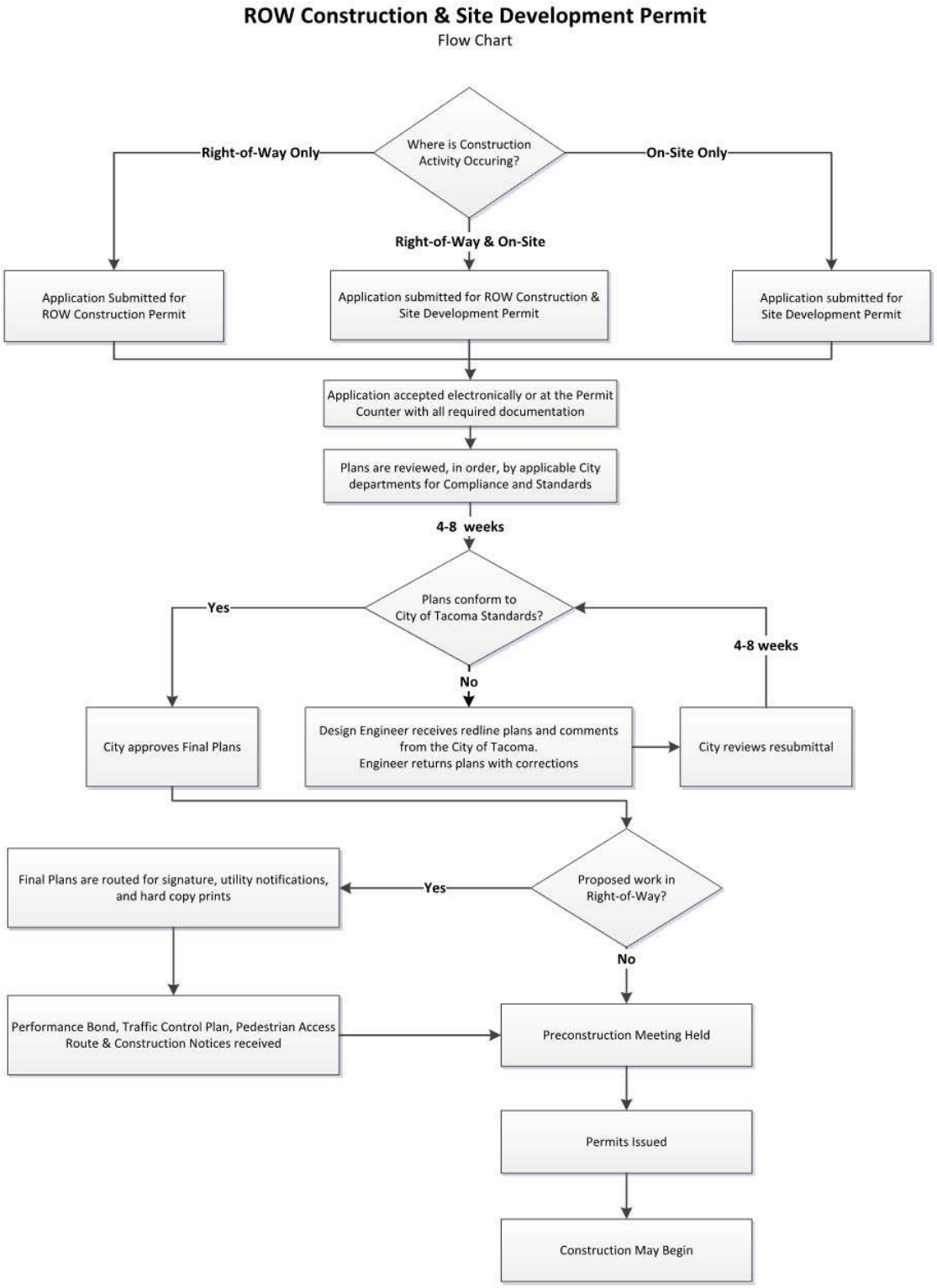
APPLIES TO GROUP R WHERE AREA >5,000sf,

2 STORIES, OR >4 DWELLING/SLEEPING UNITS



Found online in
tacomapermits.org >
Resource Library > Right-of-Way & Traffic >
2016 City of Tacoma Right of Way Design Manual

Figure 2-1: ROW Construction/Work Order Permit and Site Development Permit Flow Chart

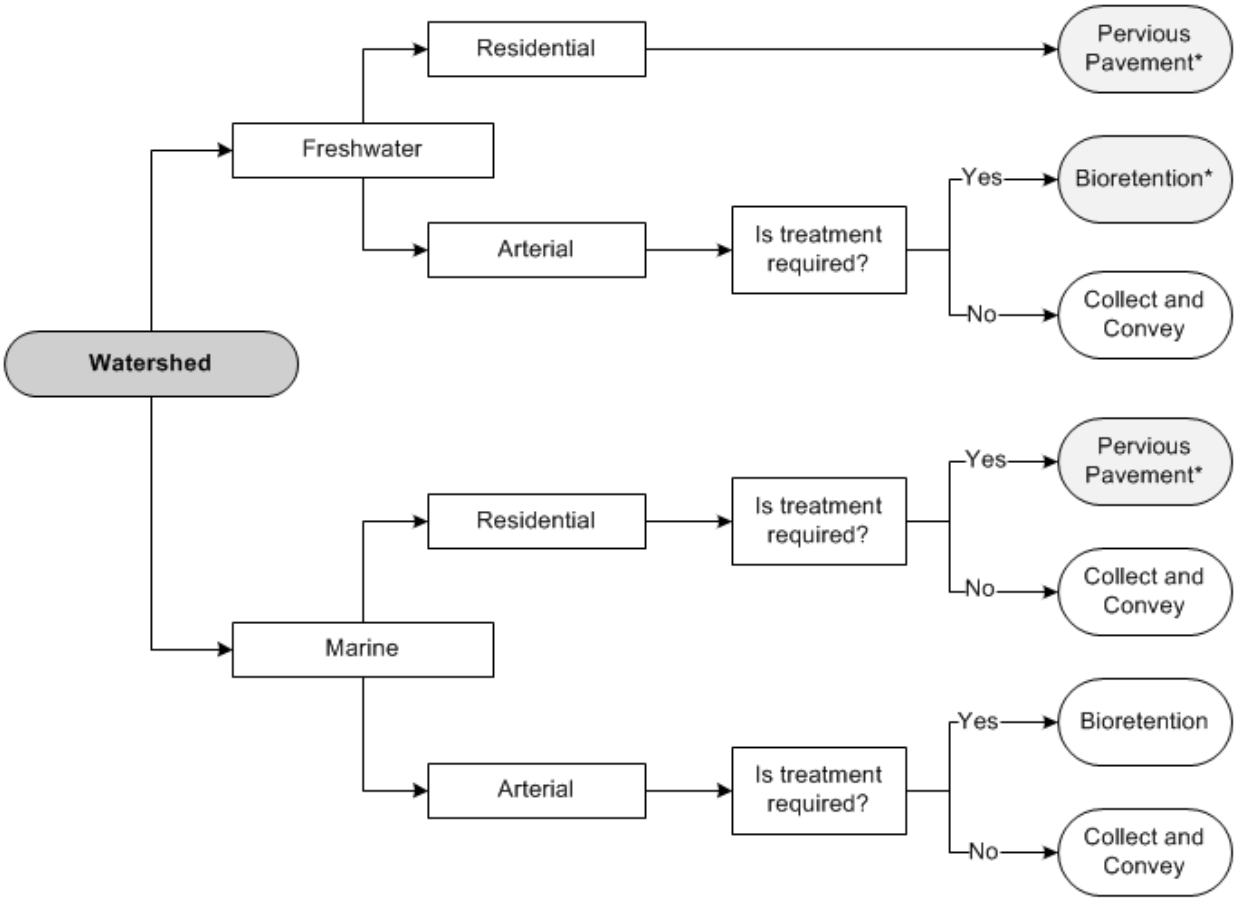


To assist with implementing GSI an outlined guide has been developed (see Figure 4-1). The first step is to determine if the site discharges stormwater into a fresh or marine watershed. This information can be found on the govME website site under the "Sewer" layer. The second step is to determine the type of road. As described above in Section 1 of this chapter, this information can also be found on the govME website under the "Street" layer. The third step is to consult with Volume 1, Chapter 3 of the SWMM to determine what minimum requirements apply.

Projects that are required to comply with the SWMM, Onsite Stormwater Management Minimum Requirement #5 shall employ the required BMPs and shall follow the order of preference identified in Volume 1, Chapter 3 of the SWMM.

For all other projects see Figure 4-1 to assist in determining the order of preference for choosing the appropriate BMPs to manage stormwater in the City ROW. For select BMPs that are feasible and will meet the associated design criteria, reference the SWMM Volume 3 for Onsite Stormwater Management, Flow Control and Conveyance and Volume 6 for Low Impact Development. It is also recommended to complete an alternatives analysis of the life cycle cost of traditional improvements verses the life cycle cost of a GSI approach.

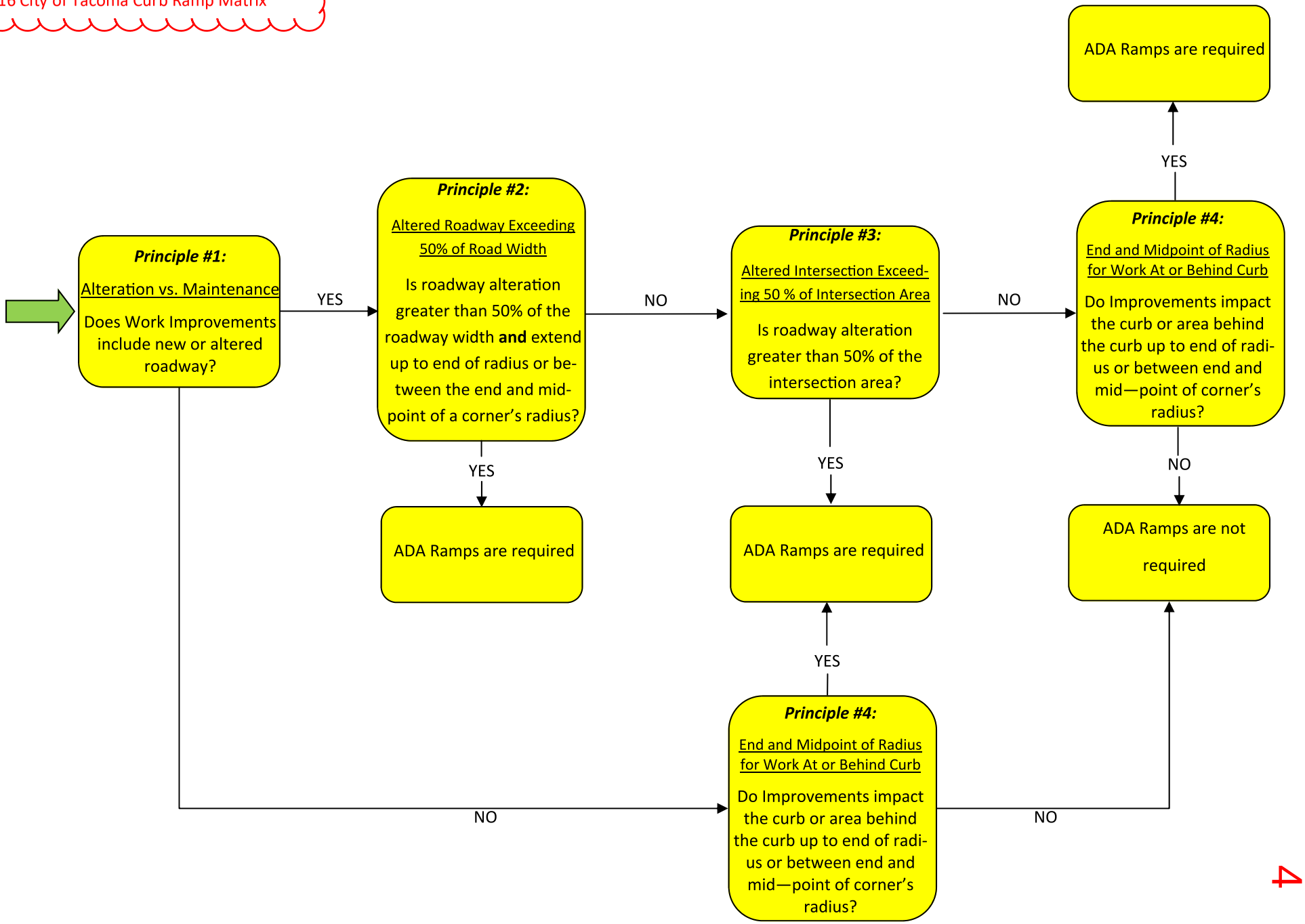
Figure 4-1: Preferred Green Stormwater Infrastructure Guide



*Shall meet BMPs L630 Bioretention or BMP L633 Permeable Paving Surfaces as appropriate. These are located in Volume 6 of the SWMM.

Found online in
tacomapermits.org >
Resource Library > Right-of-Way & Traffic >
2016 City of Tacoma Curb Ramp Matrix

Section 4: ADA Curb Ramp Matrix Flow Chart



4

Off-Site Improvement Flow Chart based on TMC Table 2.19.1

New or moved building?

Y → Garage or accessory building for an SFR or duplex?

Y → No Off-Site Improvements Required.

Found online in
tacomapermits.org >
Resource Library > Right-of-Way & Traffic >
Off-Site Improvement Flow Chart based on TMC Table 2.19.1

N → Commercial?

Y → No $ Limit Defined. Off-Site improvements pursuant to Section 2.19.040.C.2 and as determined by the PDS Director, plus all utility Construction or relocation and installation of safety mitigation measures.

SFR and Duplex → No $ Limit Defined. Off-Site improvements pursuant to Section 2.19.040.C.2 and as determined by the PDS Director. Fee In-Lieu available pursuant to Section 2.19.040.D.

N → Addition?

Y → Commercial?

Y → >50% of existing building area?

Y → No $ Limit Defined. Off-Site improvements pursuant to Section 2.19.040.C.2 and as determined by the PDS Director, plus all utility Construction or relocation and installation of safety mitigation measures.

<50% of Bld Area → Off-Site Improvement requirements up to approximately 10% of Addition Valuation

SFR and Duplex → None required. Access to property shall be in accordance with Section 2.19.040.C.2(c) and 2.19.040.C.2(d)

N → Change of Occupancy?

Y → >50% of existing building area?

Y → Off-site Improvement Requirements up to the greatest of either:
- 10% of Remodel Valuation
- 10% of the change to the bld valuation based on the most current ICC Building Valuation table.

Fee In-lieu available pursuant to Section 2.19.040.D.

50%> change of occupancy >10%

Y → Is this a Change of Use to
- Live/work occupancy for up to 10 dwelling units;
-Or-
- Work/live use for bldgs <30,000 SF

N → Off-site Improvement Requirements up to the greatest of either:
- 5% of Remodel Valuation
- 5% of the change to the building valuation based on the ICC Building Valuation.

Fee In-lieu available pursuant to Section 2.19.040.D.

Y → No Off-Site Improvements Required.

Change of Use Area <10% of existing Bld Area → No Off-Site Improvements Required.

N → Remodel/ Alteration?

Water or Fire Damage repairs that are valued at less than 50% of the ICC Building Valuation

Y → No Off-Site Improvements Required.

N → Remodel Valuation >50 of ICC Building Value?

Y → Off-site Improvement Requirements up to approximately 10% of Remodel Valuation
Fee In-lieu available pursuant to Section 2.19.040.D.

N → 50% ICC Value> Remodel Valuation>10% ICC Value

Y → Off-site Improvement Requirements up to approximately 5% of Remodel Valuation
Fee In-lieu available pursuant to Section 2.19.040.D..

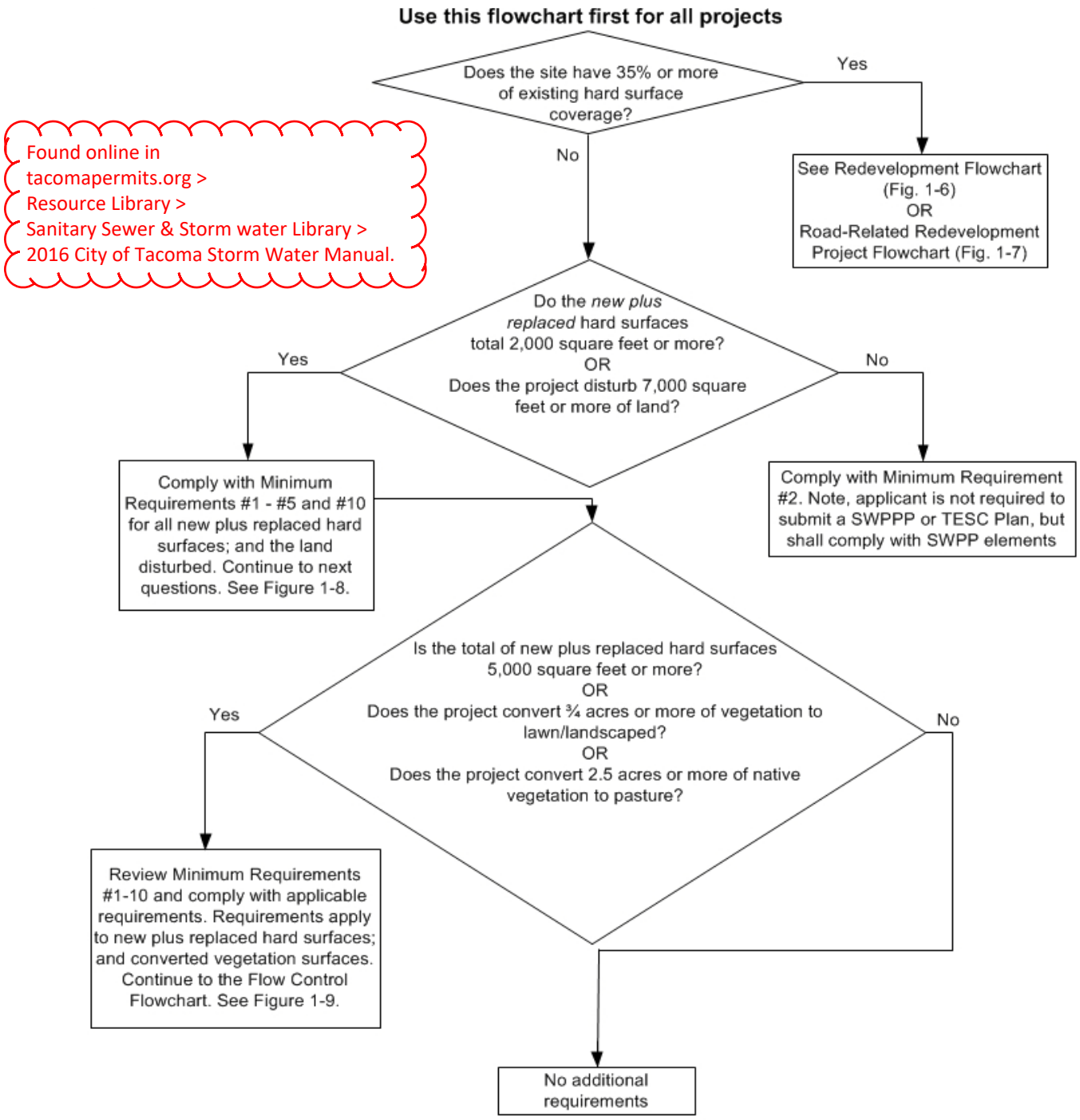
N → Remodel Value <10% of ICC Building Valuation → Off-site improvements may be required at the discretion of the PDS Director.

(1) Limits listed are approximate, and the Planning and Development Services Director, or designee, may impose additional requirements as needed to protect the health, safety, and general welfare of the public.
(2) Costs for utility construction or relocation and safety mitigation measures shall not be included in the owner's/developer's percentage of off-site improvement requirements. Off-site improvement requirements contributing to the percentage shall include, but not be limited to: street paving, concrete curbs and gutters, asphalt wedge curb, sidewalks, driveways, and curb ramps.
(3) For Campus sites, the City Engineer, or designee, shall determine the required frontage improvements.
(4) The Remodel Valuation limit shall be defined as the estimated construction cost of the project submitted by the contractor or owner at time of permit submittal as a percentage of the most recent version of the International Code Council Building Valuation Data. The estimate shall detail all major cost elements of the project. The remodel valuation limit shall not apply to projects that have requirements imposed by a SEPA, CUP, or other conditioning document.

This flow chart is meant to be used as a communication tool and does not substitute for codes and regulations. The applicant is responsible for compliance with all codes and regulations, whether or not they are described in this document.

Tacoma

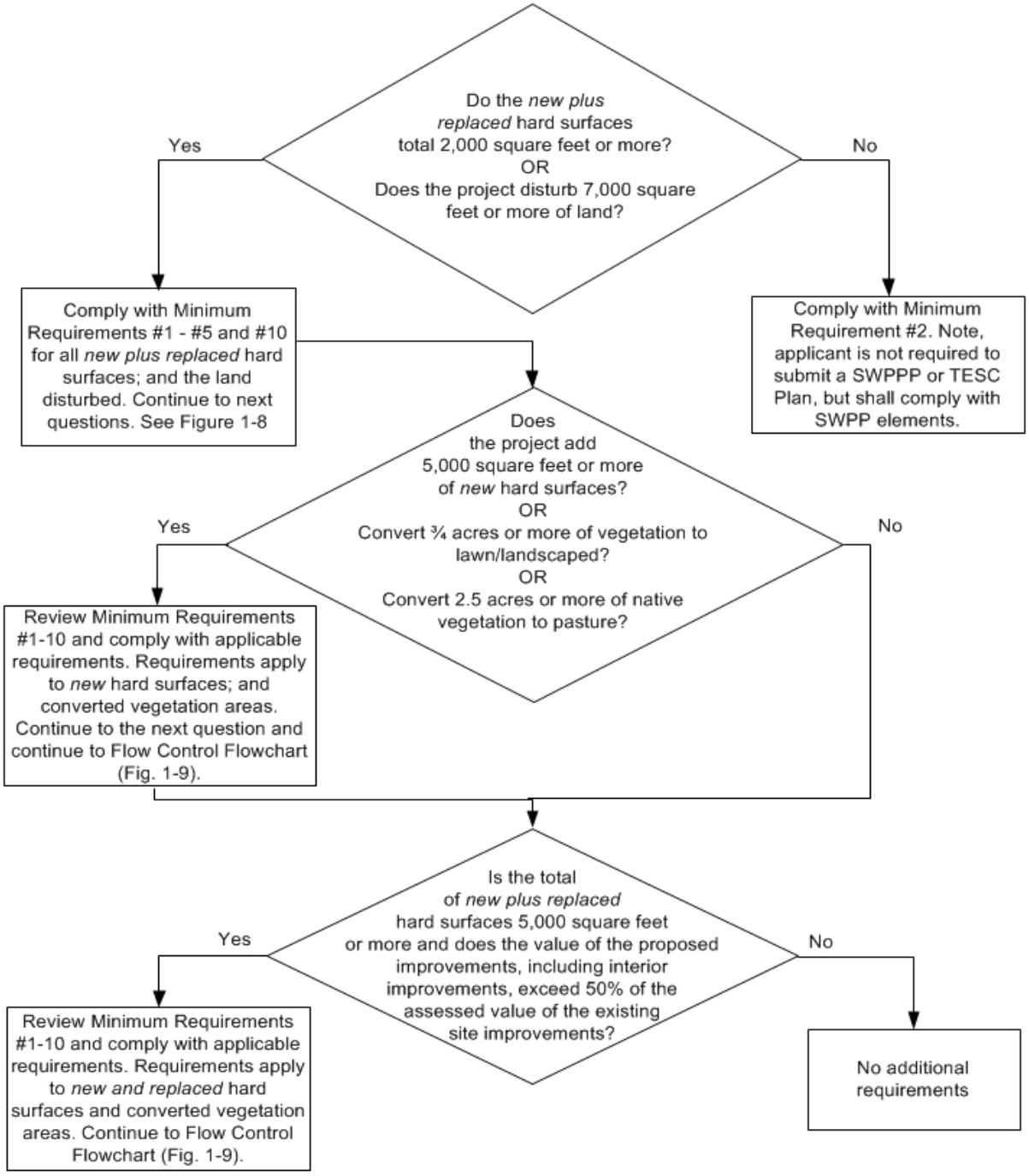
9.25.18



NOTES:

1. The combined total of *new and replaced* surfaces since January 1, 2003 shall apply when determining the thresholds.
2. Minimum Requirement #9 may apply to any project regardless of size.
3. Watershed specific requirements may or may not require compliance with certain minimum requirements regardless of site size.
4. It is the applicant's responsibility to determine the final discharge location for all projects.
5. For road-related projects, the redevelopment flowchart (Figure 1-6) is not used.
6. Disturb refers to land disturbing activities. See Glossary.

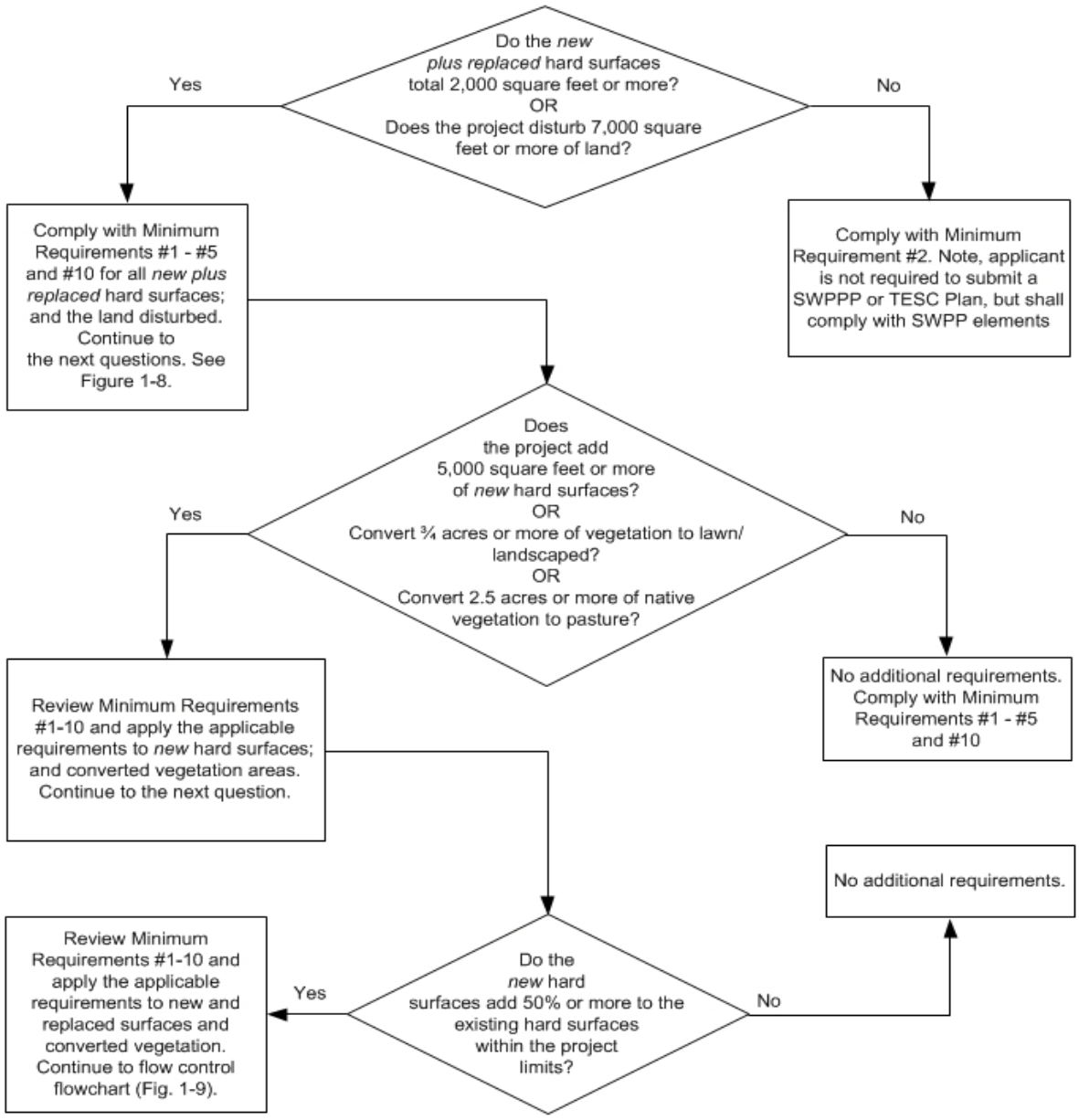
Figure 1 - 5. New Development Flowchart



NOTES:

1. The combined total of *new and replaced* surfaces since January 1, 2003 shall apply when determining the thresholds.
2. Minimum Requirements #9 to any project regardless of size.
3. Watershed specific requirements may or may not require compliance with certain minimum requirements regardless of size.
4. It is the applicant's responsibility to determine the final discharge location for all projects.
5. Disturb refers to land disturbing activities. See Glossary

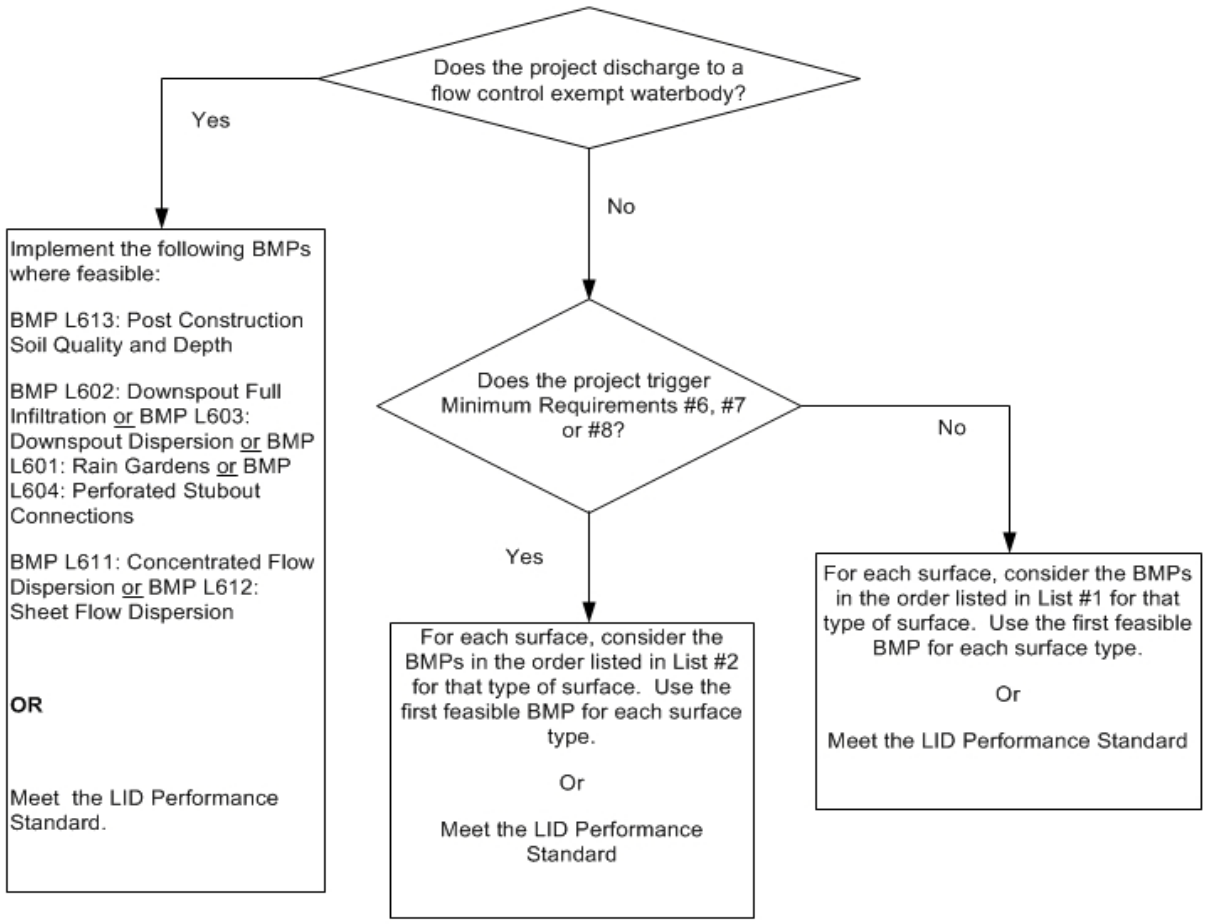
Figure 1 - 6. Redevelopment Flowchart



NOTES:

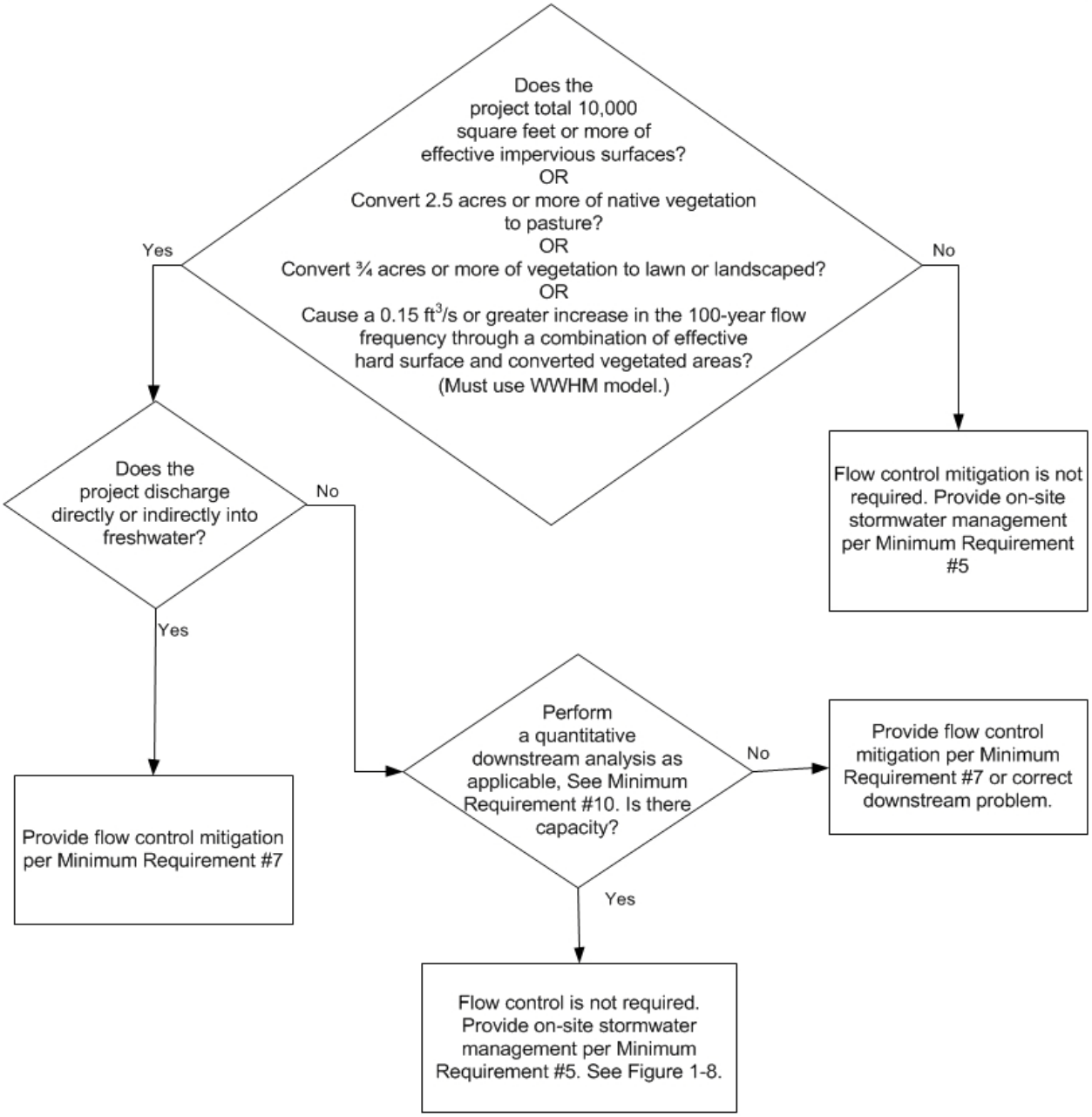
1. Road-related projects are those projects whose objective is the construction or maintenance of a road. Roads built as a requirement for permit issuance are not included in this category.
2. Watershed-specific requirements may or may not require compliance with certain minimum requirements regardless of size.
3. Minimum Requirement #9 may apply to any project regardless of site size.
4. It is the applicant's responsibility to determine the final discharge location for all projects.
5. Disturb refers to land disturbing activities. See Glossary.

Figure 1 - 7. Road-Related Redevelopment Flowchart



NOTES:
1. Marine Waterbodies, the Puyallup River, and First Creek are considered flow control exempt waterbodies.
2. See Volume 1, Section 3.4.5.5 for List #1.
3. See Volume 1, Section 3.4.5.6 for List #2.

Figure 1 - 8. Minimum Requirement #5 Flowchart



NOTES:

1 Minimum Requirements #9 may apply to any project regardless of site size.
2. Watershed specific requirements may or may not require compliance with certain minimum requirements regardless of site size.
3. The Puyallup River is considered a flow-control exempt waterbody. See Section 3.4.7.5 for flow control requirements.
4. It is the applicant's responsibility to determine the final natural discharge location for all projects.
5. 0.15 ft^3/s increase using 15-minute time steps.

Figure 1 - 9. Flow Control Flowchart

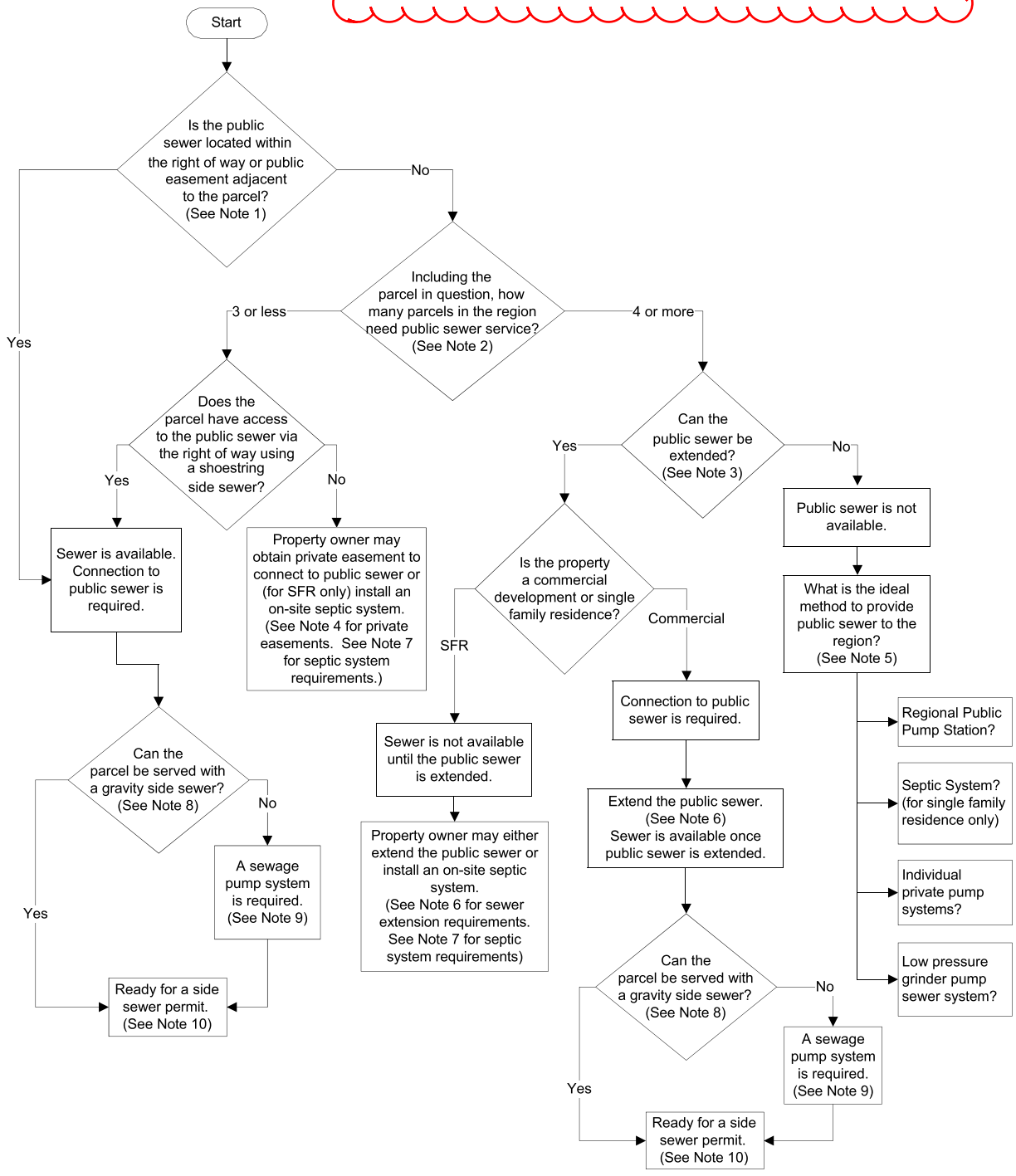


Figure 2-1: Sewer Availability for Single Parcels Inside City Limits

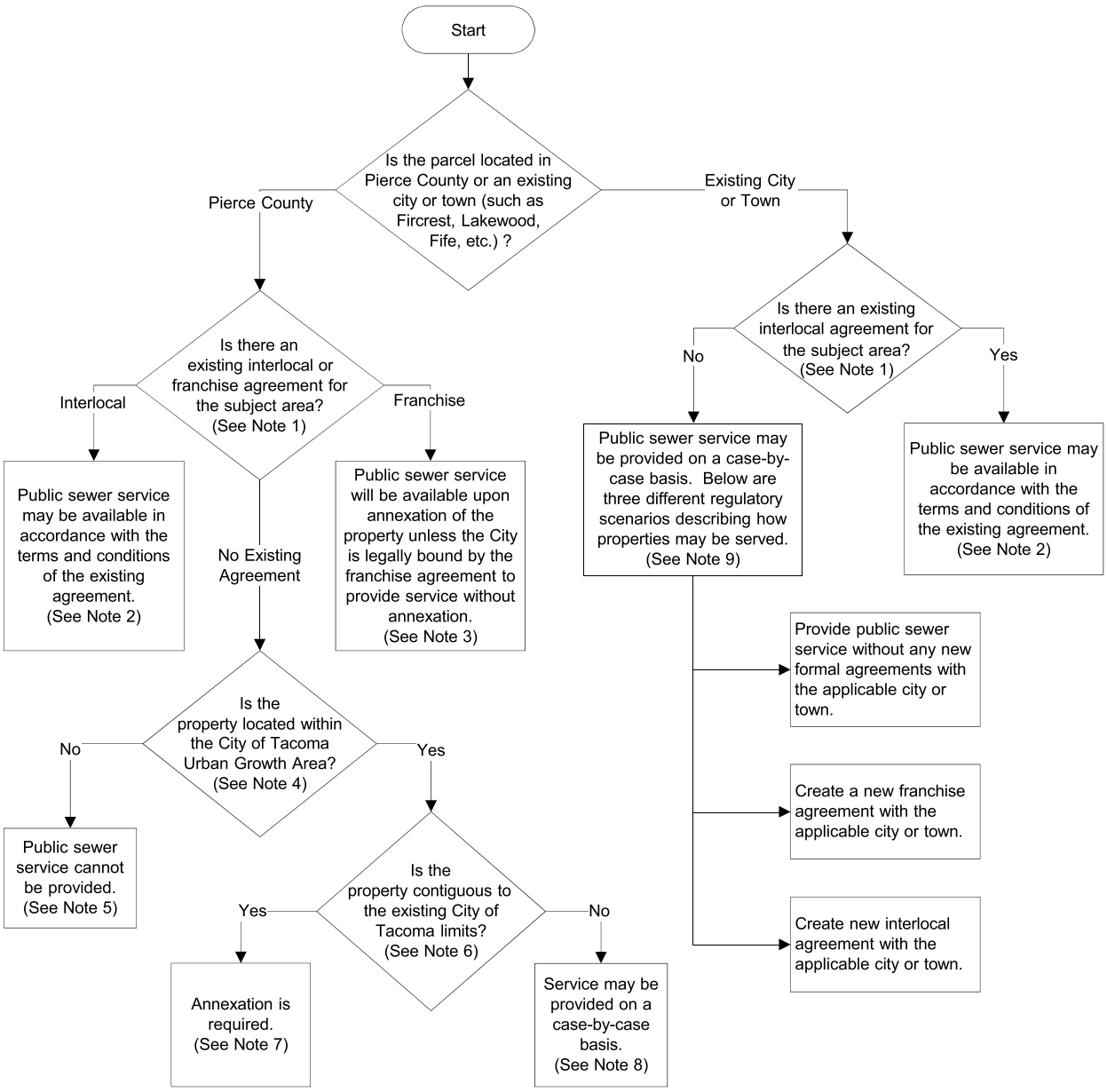
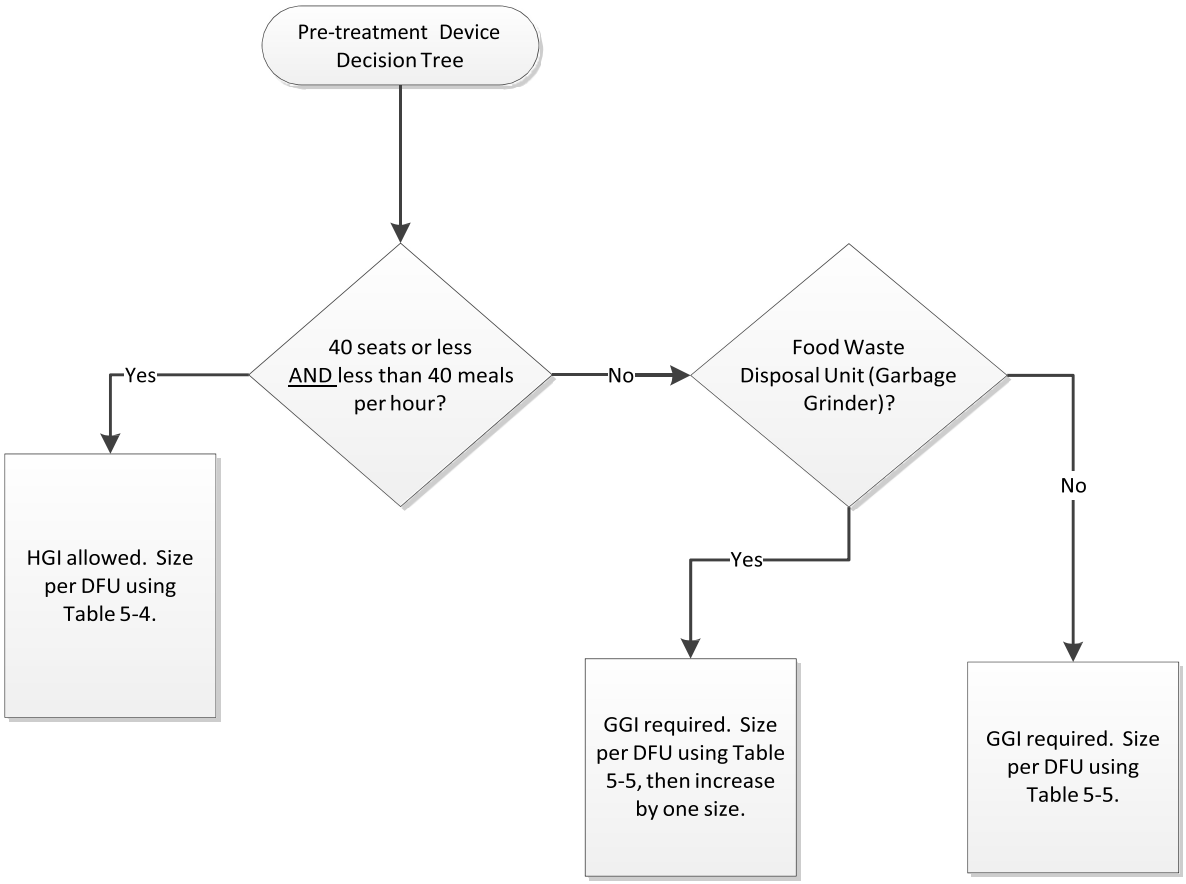


Figure 2-2: Sewer Availability Flowchart for Outside City Limits

Pre-treatment Device Decision Tree
Fats, Oils, and Grease (FOG)



Key
HGI – Hydromechanical Grease Interceptor GGI – Gravity Grease Interceptor DFU – Drainage Fixture Unit

Figure 5-1: Pre-treatment Device Decision Tree

Private Side Sewer Repair Flowchart

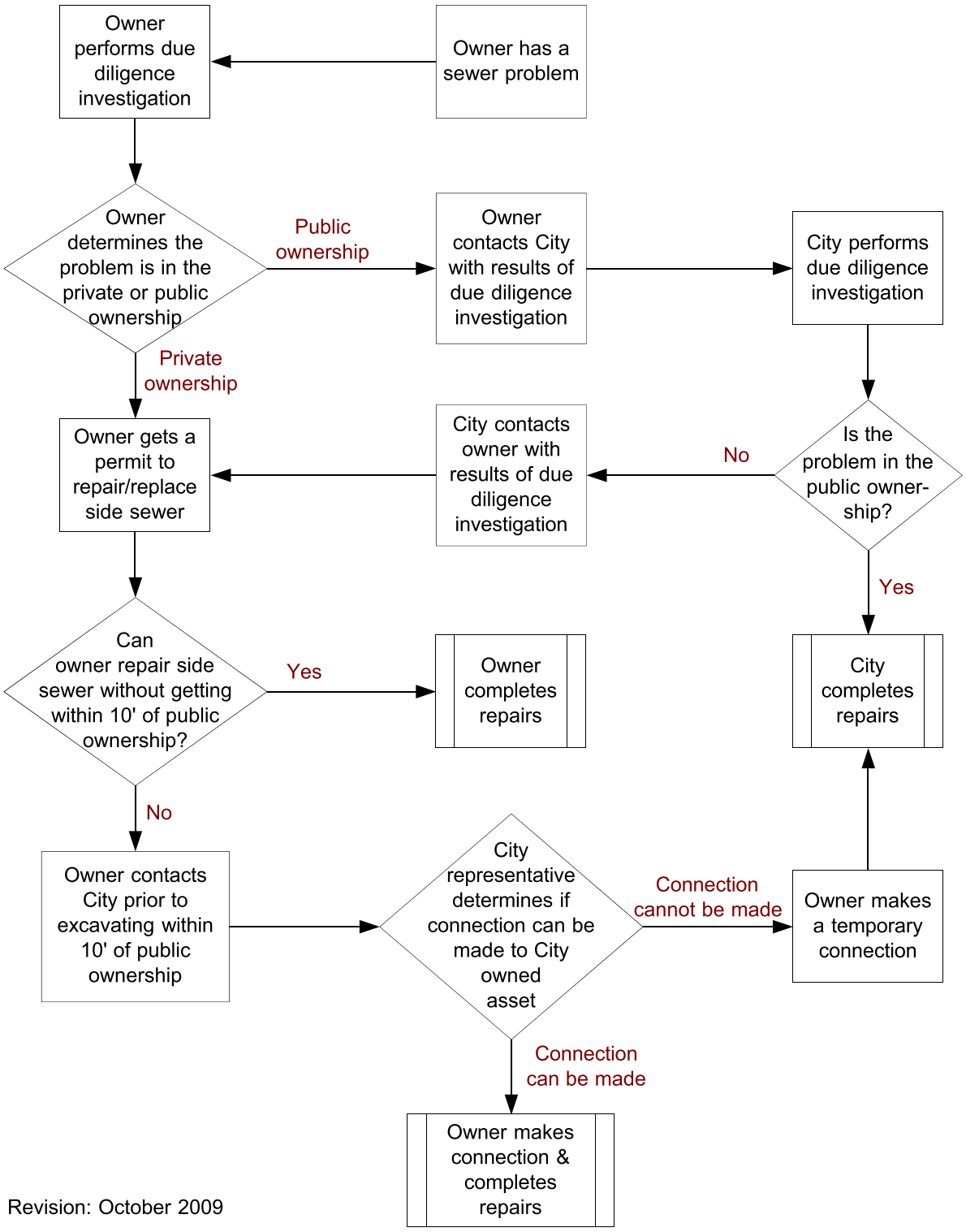


Figure 6-2: Private Side Sewer Repair Flowchart