

PARTNERSHIPS WITH PERMITTING

TACOMA PERMIT TASK FORCE
JUNE 13, 2019

Prepared by: Terry Forslund

A series of several parallel white lines of varying thicknesses, slanted diagonally from the bottom left towards the top right, located on the right side of the slide.

AGENDA

- ▶ Recap a Year's worth of Work
- ▶ Recap Building Partnerships
- ▶ Road Show



Agendas and Minutes



Agendas and Minutes

» Government » City Departments and Offices » Planning and Development Services » Development Services » Tacoma Permit Advisory Task Force » Agendas and Minutes

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2019

2018

Meeting Date	Meeting Agenda	Meeting Minutes	Additional Documents
February 22, 2018	Agenda	Minutes	
March 22, 2018	Agenda	Minutes	
April 26, 2018	Agenda	Minutes	
May 24, 2018	Agenda	Minutes	
June 28, 2018	Agenda	Minutes	Attachment 1 Attachment 2 Attachment 3
July 26, 2018	Canceled	Canceled	
August 23, 2018	Agenda	Minutes	Attachment 1
September 27, 2018	Canceled	Canceled	
October 11, 2018	Agenda	Minutes	Memo Template 1 Memo Template 2 Memo Template 3 Attachment 1

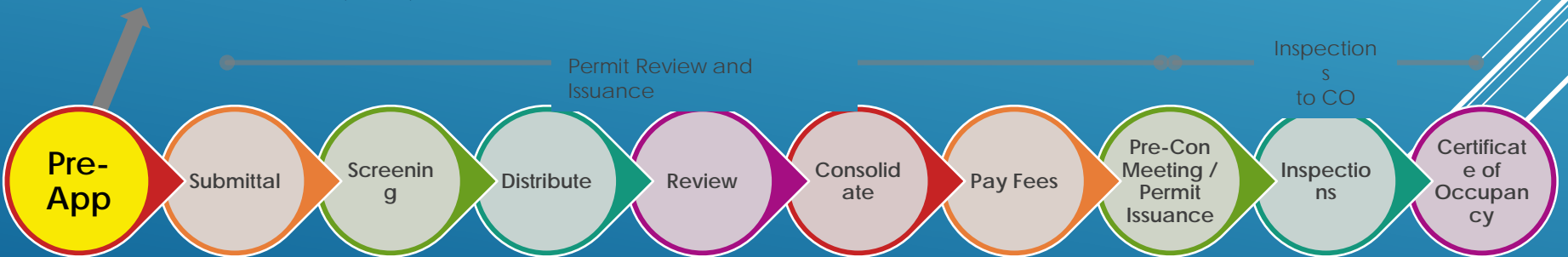
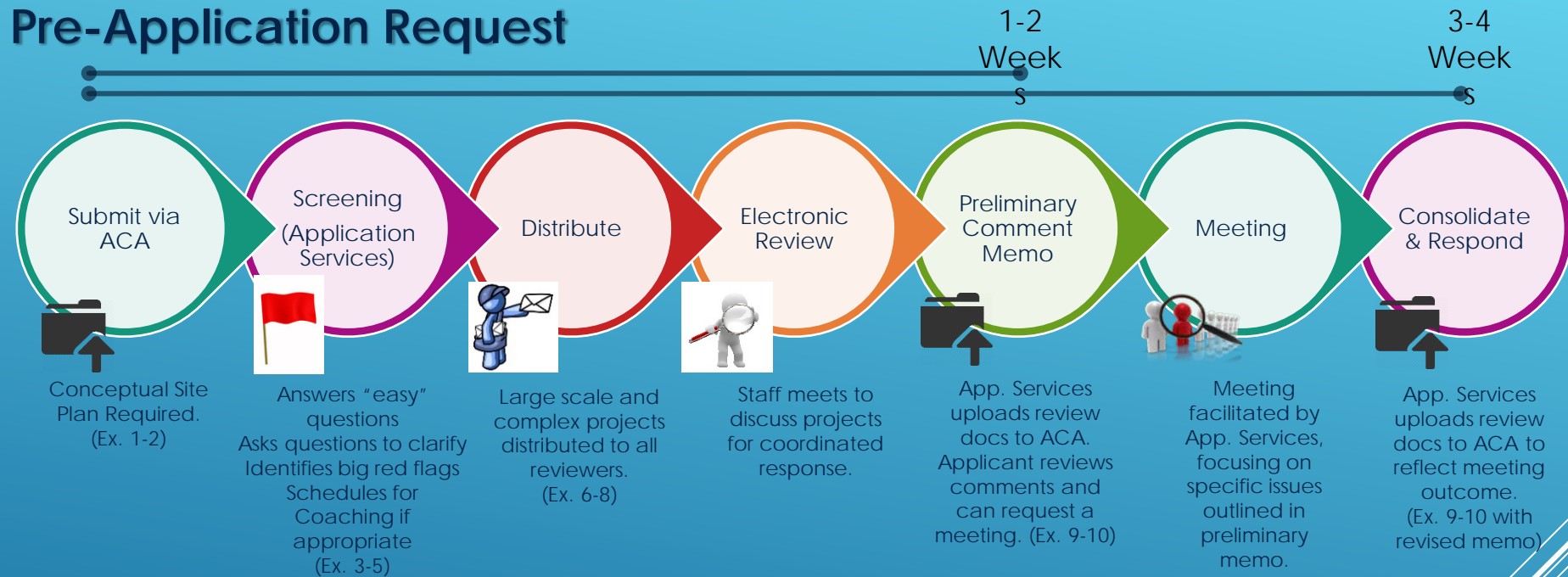


CLICK HERE

PERMIT ADVISORY TASK FORCE (PATF) - RECAP

- ▶ Leading up to June 2018
 - ▶ Established group, goals, identify where the PATF can make a difference
- ▶ June
 - ▶ City presents permit process


Pre-Application Request



PERMIT ADVISORY TASK FORCE (PATF) - RECAP

- ▶ Leading up to June 2018
 - ▶ Established group, goals, identify where the PATF can make a difference
- ▶ June
 - ▶ City presents permit process
 - ▶ Goal is to Occupy and Use the Space

GOAL: CERTIFICATE OF OCCUPANCY AND OCCUPANT'S USE OF SPACE



City of Tacoma
Certificate of Occupancy

Permit Number: BLDCA18-0590

This is to certify that the commercial tenant space located at 2602 S 12TH ST has been inspected for compliance with the requirements of the Tacoma Building Code 2016 Edition for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.

Therefore, occupancy is hereby authorized.

This Certificate is to be posted on the premises.

Occupancies under this permit:

Floor	Occ. Load	Construction Type	Occupancy Type	Area
1	30	VB	B Business	2793 Sq. Ft.


Automatic Fire Sprinkler System: Required: Yes ☐ No ☒ Provided: Yes ☐ No ☒
Fire Alarm System: Required: Yes ☐ No ☒ Provided: Yes ☐ No ☒

Notes on this occupancy: Work was part of the Change of Occupancy type from R to B.

Building Owner Name: Elizabeth Murphy and Eric Gillet

Owner's Address:

City: Tacoma State: WA Zip Code: 98405

By: 
Terry Forslund, P.E.
Building Official

Date: 03/20/2019

PERMIT ADVISORY TASK FORCE (PATF) - RECAP



► August

Adaptive Re-Use

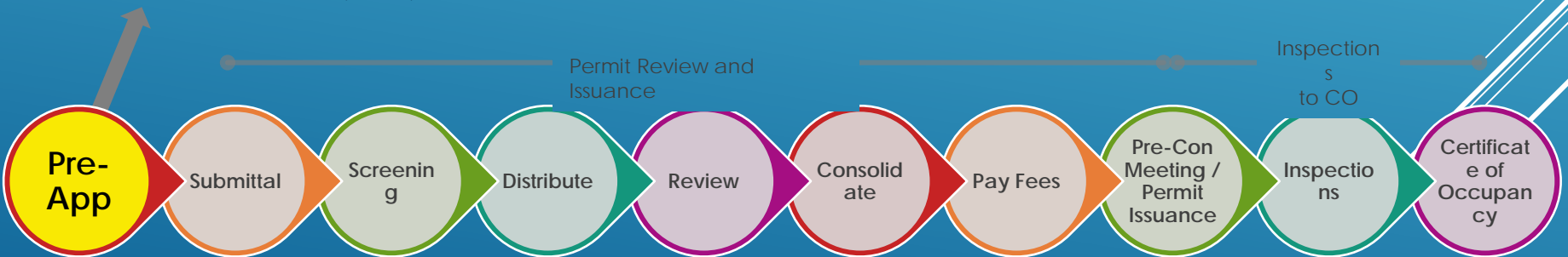
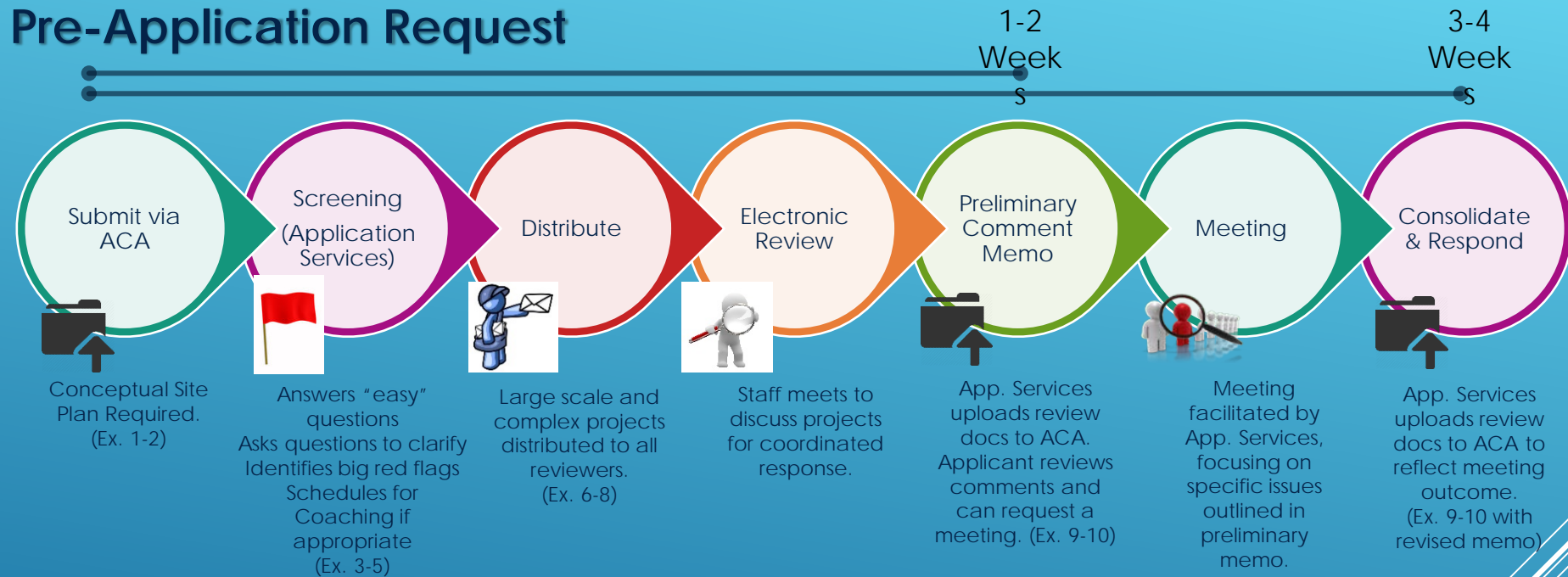
Brain storming exercise



PERMIT ADVISORY TASK FORCE (PATF) - RECAP

- ▶ October
 - ▶ Pre-Application Request

Pre-Application Request



Proposal One

Traffic Flow, Parking, Street Improvements

Comment	Regulatory Citation	Applicable Review Group(s)
A trip generation worksheet will be required to determine off-site improvements and if additional traffic analysis is required consistent with the South Downtown Subarea Plan, Transportation Master Plan, Tacoma ROW Design Manual, TMC 13.06.510 Off-street parking, TMC 9.17 Private Use of Street ROW (sidewalk cafes, vaulted walk use), and TMC 10.14 Driveways (must close obstructed/non-functioning driveways).	TMC 9.17 TMC 10.14 TMC 13.06.510 Right-of-Way Design Manual	Land Use Traffic Site Development
The project should be aware of Pierce Transit's Bus Rapid Transit project which may be located on Market Street (https://www.piercetransit.org/brt/) and have impacts to parking, travel lanes, and sidewalks.		Traffic
The proposal is too vague to provide specific comments. Submit drawings and narrative to clarify the scope of work.		Site Development
Garbage and recycle will be service at the curb of Jefferson ave.	TMC 12.09.040(a)	Solid Waste Traffic

Stormwater Management

Comment	Regulatory Citation	Applicable Review Group(s)
The proposal is too vague to provide specific comments. Submit drawings and narrative to clarify the scope of work.		Site Development

Proposals Two & Three

Traffic Flow, Parking, Street Improvements

Comment	Regulatory Citation	Applicable Review Group(s)
A trip generation worksheet will be required. Driveways that do not serve an off-street parking stall will be required for removal per TMC 10.14 Driveways. The angle parking on Jefferson makes it challenging to obtain the necessary public pedestrian sidewalk width with private uses in the sidewalk.	TMC 9.17 TMC 10.14 TMC 13.06.510 Right-of-Way Design Manual	Land Use Traffic Site Development
Sidewalk cafes or other uses in the ROW (installation of grease interception device) will require review and permitting through TMC 9.17 Private Use of Street ROW.	TMC 9.17	Traffic Real Property Services
All broken, damaged, or hazardous curb and gutter abutting the site shall be removed and replaced to the approval of the City Engineer.		Site Development
All damaged or defective sidewalk abutting the site shall be removed and replaced to the approval of the City Engineer. New sidewalk shall meet Public Right-of-Way Accessibility Guidelines and requirements set forth by the Americans with Disabilities Act. It appears that most of the sidewalk on Jefferson Avenue is candidate for replacement.		Site Development
All cuts in to public streets shall be restored in accordance with the City's Right-of-Way Restoration Policy.	Right-of-Way Restoration Policy	Site Development
Be advised that the area between the building and Market Street with the appearance of a flat roof is a structural sidewalk. It does not appear to be an accessible entrance to the building.		Site Development

Stormwater Management

Comment	Regulatory Citation	Applicable Review Group(s)
Does not trigger Storm Water Management Manual.		Site Development

Proposal Two

Building Placement, Height, Design, Life Safety

Comment	Regulatory Citation	Applicable Review Group(s)
Exterior work subject to Landmarks Commission review; property is a contributing structure in the Union Depot Warehouse Historic District. Interior work is exempt from Landmarks review. Proposed modifications reviewed for conformance to the district design guidelines (available here).	TMC 13.07	Land Use
If improvements are made to the entrances/exits, doors cannot swing into the ROW and ADA landings to meet building code shall be internal as well.	TMC 13.06.145	Traffic Building
No specific Fire Code questions were asked. If the proposal includes a restaurant which exceeds 49 persons, a fire sprinkler system may be required. A fire sprinkler system is required when the assembly has more than 99 persons or the fire area with the assembly occupancy exceeds 5,000 square feet. See IFC Section 903.2.1.2. Fire sprinklers may also be required if necessary to comply with allowable height and area for the type of construction. See IBC 504.3, 504.4, and 506.2.	IFC IBC	Fire
Partial change of use - A seismic upgrade may be required if the building's risk category is increasing per table 1604.5 of the 2015 International Building Code. If the building is constructed of unreinforced masonry, then the unreinforced exterior masonry walls must be anchored to the building diaphragms, and the parapets must be braced.	TMC Title 2	Building

Proposal Three

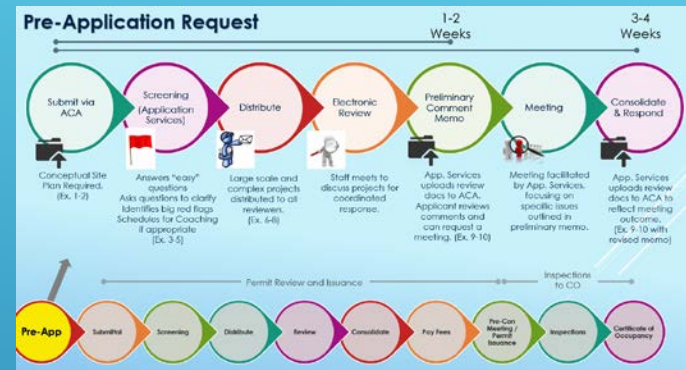
Any exterior modifications will be reviewed by the Landmarks Preservation Commission and will supersede the zoning code if there is a conflict.		Land Use
The site is not located along a designated pedestrian street, so the building is required to have 20% of the façade between 2 and 12 feet above grade in transparent openings. To the extent that the building may be nonconforming, exterior modifications cannot make the building any more nonconforming (i.e., windows may not be blocked).		
If the level of modification or a change in use results in a requirement for the sidewalks to be rebuilt, street trees will be required. Where the sidewalk is vaulted, trees may be put in container planters.		
Sidewalk cafe/dining area permitting requirements will depend on whether the improvements are permanent (e.g., permanent fencing) or temporary/seasonal. The former requires a street occupancy permit and details can be found here: http://tacomapermits.org/tip-sheet-index/sidewalk-cafes . You can read more about temporary permits here.		
shall be interior as well.		
The proposed restaurant has more than 49 persons, so it will be classified as a Group A-2 occupancy. Unless the restaurant is located in a fire area less than 5,000 square feet separated from the remainder of the building by horizontal and vertical fire barriers of not less than 2-hours a fire sprinkler system will be required to be installed. See IFC Section 903.2.1.2. Fire sprinklers may also be required if necessary to comply with allowable height and area for the type of construction. See IBC 504.3, 504.4, and 506.2.	IFC IBC	Fire
Provide drawings prepared by a Washington State Licensed Engineer showing how the unreinforced exterior masonry walls will be anchored to the building diaphragms, and the parapets must be braced. Also, due to the newly added restaurant, a full seismic upgrade will be required.	TMC	
Provide drawings showing compliance with chapter 29 of the International Building Code.	TMC Title 2	Building

These comments are responses to more specific questions

More specific Building and Fire comments as a result of more information being provided

PERMIT ADVISORY TASK FORCE (PATF) - RECAP

- October
 - Pre-Application Request



Proposal Two

Building Placement, Height, Design, Life Safety

Comment	Regulatory Citation	Applicable Review Group(s)
Exterior work subject to Landmarks Commission review; property is a contributing structure in the Union Depot Warehouse Historic District. Interior work is exempt from Landmarks review. Proposed modifications reviewed for conformance to the district design guidelines (available here). If improvements are made to the entrances/exits, doors cannot swing into the ROW and ADA landings to meet building code shall be internal as well.	TMC 13.07	Land Use
No specific Fire Code questions were asked. If the proposal includes a restaurant which exceeds 49 persons, a fire sprinkler system may be required. A fire sprinkler system is required when the assembly has more than 99 persons or the fire area with the assembly occupancy exceeds 5,000 square feet. See IFC Section 903.2.1.2. Fire sprinklers may also be required if necessary to comply with allowable height and area for the type of construction. See IBC 504.3, 504.4, and 506.2.	TMC 13.06.145	Traffic Building
Partial change of use - A seismic upgrade may be required if the building's risk category is increasing per table 1604.5 of the 2015 International Building Code. If the building is constructed of unreinforced masonry, then the unreinforced exterior masonry walls must be anchored to the building diaphragms, and the parapets must be braced.	IFC IBC	Fire
	TMC Title 2	Building

Proposal Three

Any exterior modifications will be reviewed by the Landmarks Preservation Commission and will supersede the zoning code. There is a conflict.		Land Use
The site is not located along a designated pedestrian street, so the building is required to have 20% of the facade between 2 and 12 feet above grade in transparent openings. To the extent that the building may be nonconforming, exterior modifications cannot make the building any more nonconforming (i.e., windows may not be blocked).		
If the level of modification or a change in use results in a requirement for the sidewalk to be rebuilt, street trees will be required. Where the sidewalk is vaulted, trees may be put in container planters.		
Sidewalk cafe/dining area permitting requirements will depend on whether the improvements are permanent (e.g., permanent fencing) or temporary/seasonal. The former requires a street occupancy permit and details can be found here . http://thecompermits.org/typ-sheet/index/sidewalk-cafe . You can read more about temporary permits here .		
More specific Building and Fire comments as a result of more information being provided	IFC IBC	Fire
The proposed restaurant has more than 49 persons, so it will be classified as a Group A-2 occupancy. Unless the restaurant is located in a fire area less than 5,000 square feet separated from the remainder of the building by horizontal and vertical fire barriers of not less than 2 hours, a fire sprinkler system will be required to be installed. See IFC Section 903.2.1.2. Fire sprinklers may also be required if necessary to comply with allowable height and area for the type of construction. See IBC 504.3, 504.4, and 506.2.		
Provide drawings prepared by a Washington State Licensed Engineer showing how the unreinforced exterior masonry wall will be anchored to the building diaphragms, and the parapets must be braced. Also, due to the newly added restaurant, a full seismic upgrade will be required.		
Provide drawings showing compliance with chapter 29 of the International Building Code.	TMC Title 2	Building

PERMIT ADVISORY TASK FORCE (PATF) - RECAP

- ▶ November
 - ▶ Recap and Regroup
 - ▶ Decision to move on to Off-Site Improvements

PERMIT ADVISORY TASK FORCE (PATF) - RECAP

▶ December

- ▶ Off-Site Improvements
- ▶ Nexus and proportionality
- ▶ Accessibility
- ▶ Comparisons with other jurisdictions
- ▶ Structured vs flexible
- ▶ Off-site funding
- ▶ Conflict resolution
- ▶ Recommendations for improvements

PERMIT ADVISORY TASK FORCE (PATF) - RECAP

- ▶ March and April
 - ▶ Permit Timeframes

FINDING LEVEL OF SERVICE INFO

The screenshot shows a web browser window with the URL tacomapermits.org/tip-sheet-index/expedited-permit-review. The page is titled "EXPEDITED BUILDING PERMIT REVIEW" under the "CITY OF TACOMA: Planning and Development Services" header. A sidebar on the left contains a vertical menu with the following items: "GETTING STARTED 1", "APPLY FOR PERMITS 2", "TIME TO INSPECT 3", and "PERMIT TIMELINE". The "PERMIT TIMELINE" item is highlighted with a red rectangular box. The main content area includes a link to a PDF version of the tip sheet, a section titled "How does expedited review work?" with a list of six steps, a section titled "When can I request expedited review?", and a section titled "Who does the expedited review?".

Expedited Building Permit Review

Not secure | tacomapermits.org/tip-sheet-index/expedited-permit-review

Apps Accela Sharepoint Sankey mail.cityoftacoma.o... Log In | Smartsheet Expensify - Receipts COOP Plans Google Maps Web Access MADCAD PALS Online

TACOMA PERMITS .org

CITY OF TACOMA:
Planning and Development Services

PUBLIC NOTICES TIP SHEET INDEX SUBMITTAL CHECKLISTS RESOURCE LIBRARY

GETTING STARTED 1

EXPEDITED BUILDING PERMIT REVIEW

[Click here to open a PDF version of this tip sheet.](#)

How does expedited review work?

Typically, the applicant will let us know they are interested in an expedited review for their project. Then:

1. A Pre-Application meeting is required for the project. In addition to reviewing any project related concerns we will review with the applicant to ensure that expediting review of the permit is both feasible and will address the needs for the project.
2. The applicant reviews and signs the Building Permit Expedited Plan Review Agreement.
3. Upload the signed form with the documents when submitting the permit, and include in the project name "[Project Name] – Expedited Review".
4. Pay the fees that are calculated by the Permit Specialist.
5. The due date for review will be adjusted and review will commence.
6. Resubmittals require revised documents and memo with a response for each comment. Include the initial comment and how the comment was addressed. Resubmittals without a comment response memo which includes how each of the comments were addressed will be rejected until a memo is provided.

When can I request expedited review?

The time to choose if 3rd party review is right for your project is prior to submitting permit review. A pre-application submittal is always required.

Who does the expedited review?

We have contracted with 3rd party reviewers to conduct expedited building review. Assignment to those 3rd party reviewers is at the discretion of the City.









PERMIT TIMELINE

tacomapermits.org/permit-status

LOS REVIEW: FINDING LEVEL OF SERVICE INFO

Permit Record Type	Level of Service for Initial Review	Average Service for the Last 6 Months for Initial Review*	Level of Service for Revision Review	Permits Issued
ePermits**	Same Day	Same Day	Not Applicable	739
Residential, New	4 Weeks	3 Weeks	2 Weeks	143
Residential, Fire	3 Weeks	1 Week	2 Weeks	8
Residential, Demo	3 Weeks	3 Days	2 Weeks	33
Residential, Alteration	3 Weeks	4 Days	2 Weeks	402
Residential, Plumbing	2 Weeks	3 Days	1 Week	202
Residential, Mechanical	2 Weeks	3 Days	1 Week	443
Commercial, New	8 Weeks	11 Weeks	6 Weeks	69
Commercial, Fire	3 Weeks	2 Weeks	2 Weeks	185
Commercial, Demo	3 Weeks	2 Weeks	2 Weeks	23
Commercial, Alteration	4 Weeks	2 Weeks	4 Weeks	296
Commercial, Plumbing	4 Weeks	1 Week	2 Weeks	155
Commercial, Mechanical	4 Weeks	2 Weeks	2 Weeks	206
Sign	4 Weeks	2 Weeks	2 Weeks	108
Work Order	4 Weeks	5 Weeks	4 Weeks	89
Site Development	4 Weeks	2 Weeks	4 Weeks	167
Noise Variance	3 Weeks	***	Not Applicable	28

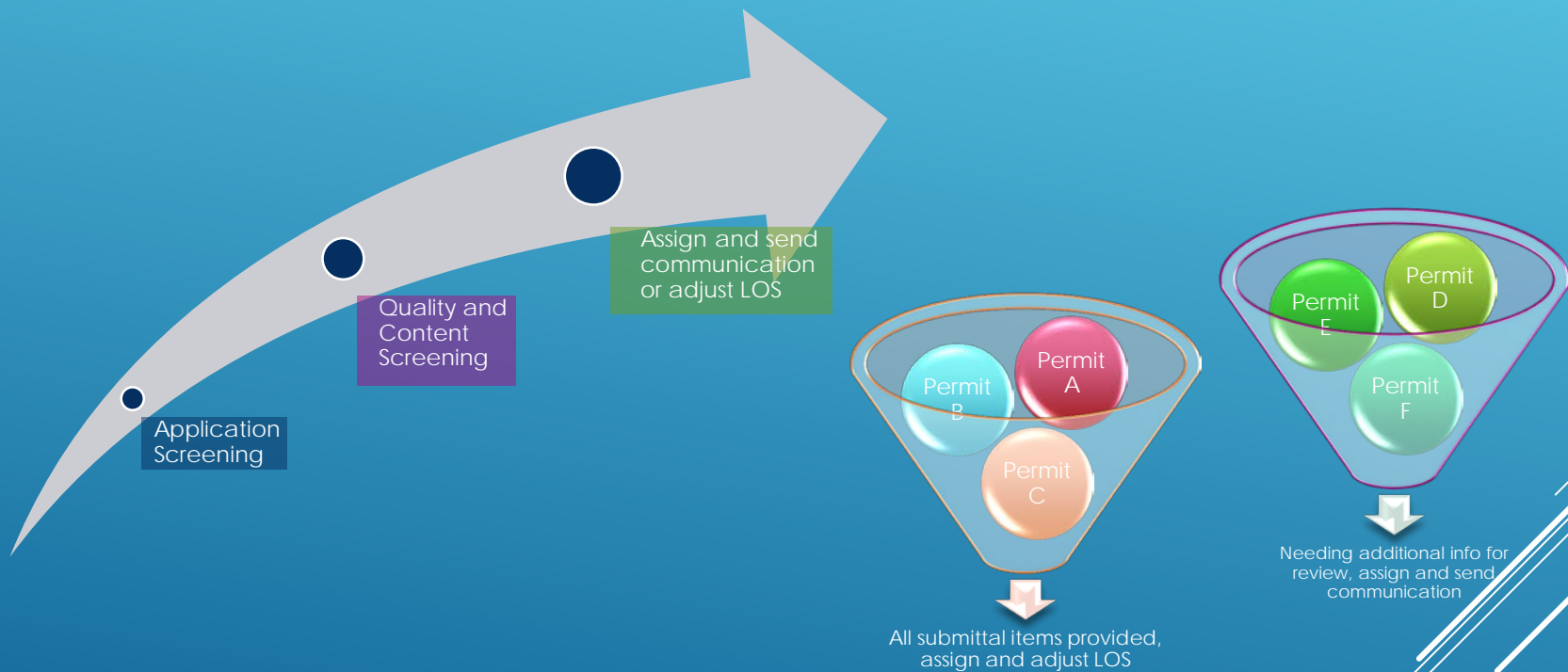
CALCULATE LEVEL OF SERVICE

LEVEL OF SERVICE	
Initial Fees Paid Date 7/27/2016 A 	Number of Review Cycles 5
Initial Documents Received Date 8/4/2016 B 	Initial Review Timeframe 8 Weeks F 
Revision Fees Paid Date C 	Revision Review Timeframe 6 Weeks G 
Revision Documents Received Date 09/19/2018 D 	Review Due Date 10/27/2018 H 
Consolidation Timeframe 4 E Days	Level of Service Due Date 10/31/2018 I 
<div><div>LOS His</div><div>H=$I-E$ $I=(\text{> of A and B})+F$ for initial review $I=(\text{> of D and E})+G$ for revisions</div></div> <div><div>Routed f</div><div>Awaiting</div><div>Routed f</div><div>Awaiting Resubmission on 09/14/2018</div><div>Routed for Review on 09/19/2018 due on 10/27/2018</div></div>	
check spelling	

USING LEVEL OF SERVICE DATES

DATE DUE ▲	DAYS OVERDUE	LOS Rev Due	Job Value	RECORD ID	RECORD NAME	
3/19/2019	-5	03/19/2019	\$3,500,000.00	BLDCA19-0077	Summit Veterinary Referral Center Tenant Improvement Building Review	23
3/20/2019	-6			FRC19-0003	2110 Brewery lofts - Shafts Building Review	23
3/26/2019	-12			DEF19-0017	Tacoma Convention Center Hotel - Area of Rescue Phone System Deferred Submittal Review	15
3/28/2019	-14	03/28/2019	\$2,650,000.00	BLDCA18-0562	Tacoma General / Mary Bridge Children's Hospitals Emergency Departments Split and remodel Building Review	33 K
3/29/2019	-15	03/29/2019	\$5,785.00	BLDCA19-0047	TINCAB ALLEY Building Review	24
3/30/2019	-16	03/30/2019	\$15,000.00	BLDCA19-0029	Apartment remodel Building Review	33
3/30/2019	-16	03/30/2019	\$15,000.00	BLDCA19-0029	Apartment remodel Structural	33

SCREENING FOR QUALITY PERMIT SUBMITTALS

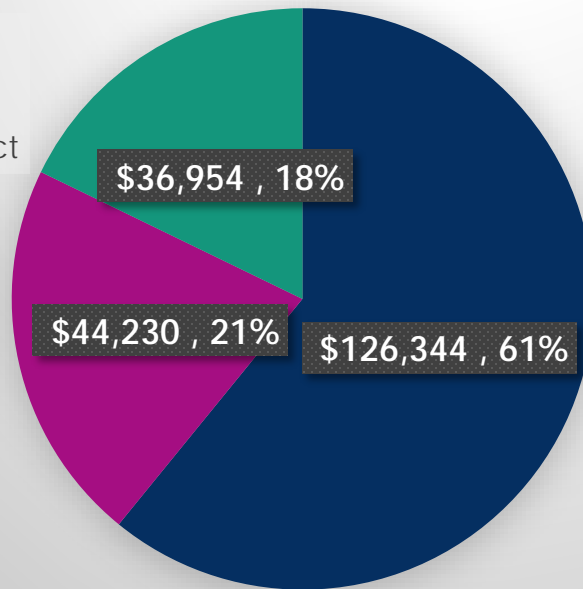


EXPEDITED REVIEW

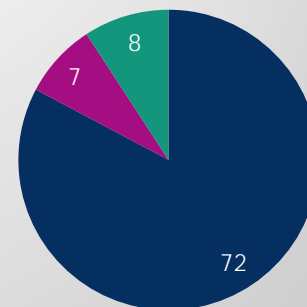
- ▶ Building Review Only
- ▶ 3RD Party Consultant Reviewer

Consultant Reviews since Nov. 2016

- Standard
- Expedited
- Special Project



Number of Permits



PRIORITIZATION

- A. Would like clarification added to automated emails, esp. regarding completeness review vs. routed for review
- B. Would like completeness review for other major permits
- C. Private vs Public: funding is different, team makeup can be different too
- D. Alternate Means and Methods (AMMR) process is appreciated
- E. Explore a way to be included in SD, DD reviews
- F. Predictability of the process makes it manageable
- G. Explore opportunities for more OTC review
- H. Vote: Recommend keeping the Expedited Review option
- I. Vote: Recommend staff explore a Consistently Prepared Applicant program
- J. Task Force does not support pre-approved plans for detached ADU's
- K. Completeness Review Improvements – including Site and Land Use, Permit Specialists, Application Services
- L. Expedited Review to include Pre-Development Review and Completeness Review
- M. Temporary Shoring Permitting Improvements
- N. Off-Cycle Reviews
- O. Review of performance data
- P. Restaurant and TI Programs
- Q. Temporary Certificate of Occupancy (TCO) and Certificate of Occupancy (CO) process
- R. Better understanding of the data in the reports, transforming into meaningful information
- S. An approach to help predictability when outside factors impact permitting capacity (seasonal construction)
- T. Provide information to applicants that describes what can constitute an OTC permit
- U. Explore how to share liability between the City and the Developers
- V. Make Accela work on a Mobile Device

PERMIT ADVISORY TASK FORCE (PATF) - RECAP

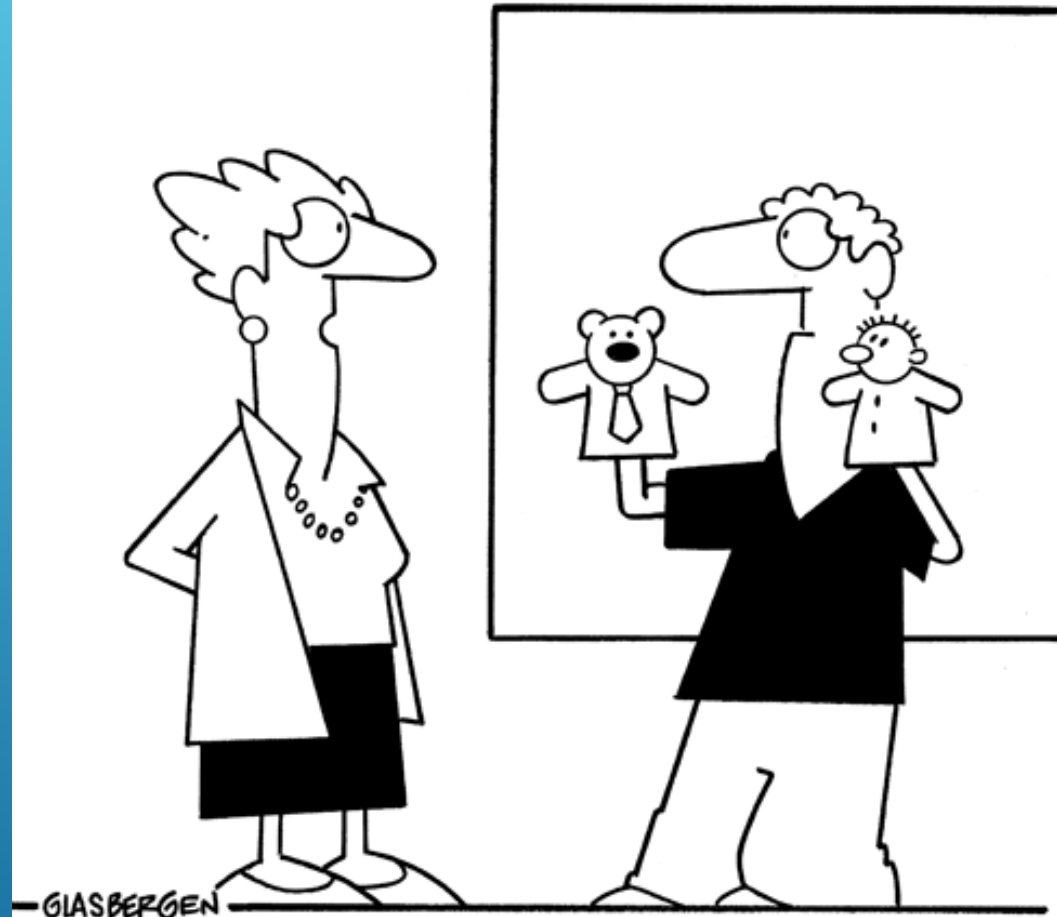
- ▶ May
 - ▶ Building Partnerships
 - ▶ We work with the community to plan and permit a safe, sustainable, livable city.
 - ▶ Continue with a PATF Phase 2

PHASE 2 TOPICS

- ▶ Communication focus throughout
- ▶ System to Conduct Post Mortem
- ▶ Roadshow
- ▶ Forum for Policy Discussions
- ▶ Police the Industry by the Industry

ROADSHOW

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www.glasbergen.com

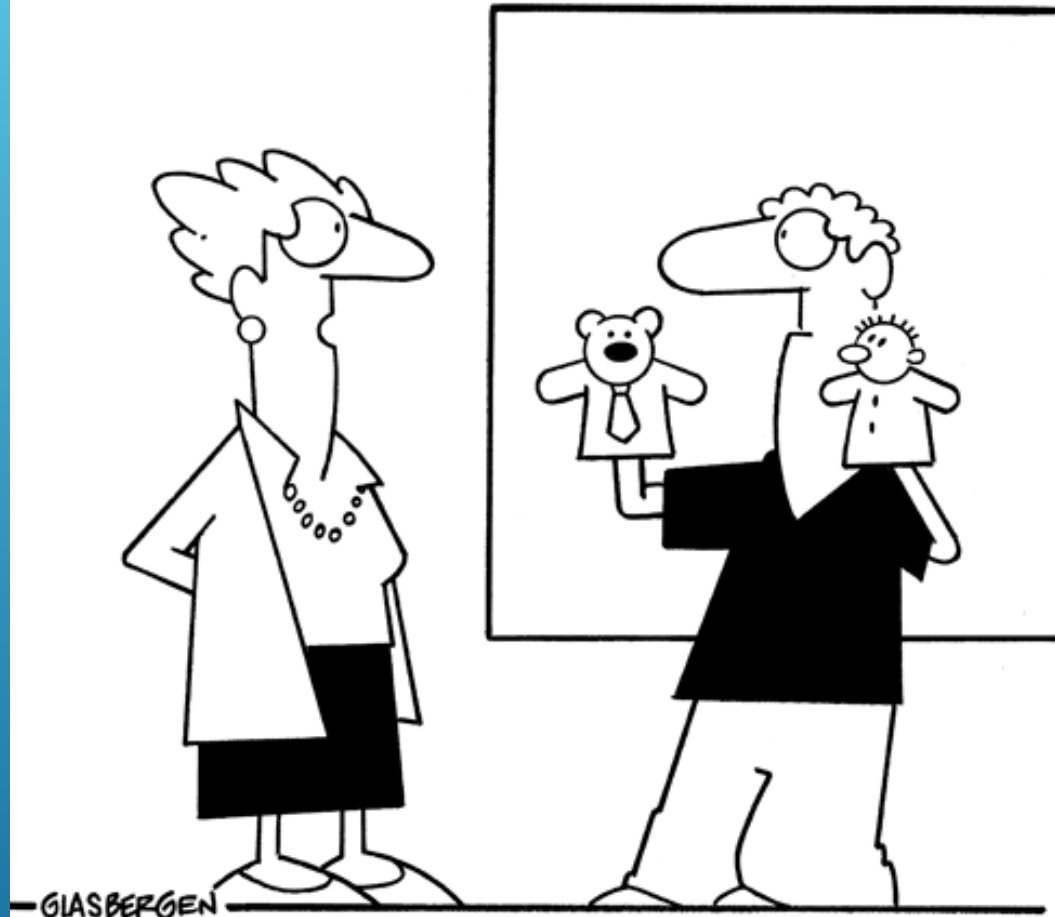


**“Any chance you could learn PowerPoint
before your next presentation, Jim?”**

ROADSHOW

- ▶ Why:
- ▶ Who:
- ▶ What:
- ▶ When:
- ▶ How:

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**“Any chance you could learn PowerPoint
before your next presentation, Jim?”**

ROADSHOW

- ▶ Why: Demystify Permitting
- ▶ Who: City and Community Partners
- ▶ What: Simple presentation events and additional web content
- ▶ Where: City Hall and anywhere we're invited
- ▶ When: First is likely coming in July
- ▶ How: Build off the recap

QUESTIONS AND COMMENTS

- ▶ Exit Tickets
- ▶ Send to the Committee Chair, Jim Dugan