

**Tacoma Permit Advisory Task Force**  
733 Market Street, TMBN 16  
Meeting #5 – June 28, 2018, 10:00am, Notes (draft)

10:03 am: Call to Order

Chair Jim Dugan called the meeting to order.

10:03 am: Approval of the May 17, 2018 meeting minutes

10:04 am: Introduction of Corey

Peter Huffman introduced Corey, the newly appointed Interim Division Manager

10:06 am: Participants' introductions

Chair Jim Dugan asked to go around the room and have each person say their name and share something others don't know about them.

10:10 am: Permit Review process

Staff (Shirley Schultz and Noah) from the Application Service group presented on the process to obtain a certificate of occupancy.

Ultimate goal: to occupy spaces

1. Pre-App -> Not Required -> conversations applicable code waivers/ AMM Entitlements
2. Screening / Complete App -> Checklist
3. Complete App -> All drawings and all studies.
4. Review -> Comments/Connections. Final docs
5. Permit issues -> Docs consolidated. All red lines incorporated.
6. Permit Docs -> Complete Set. Clear comments
7. Inspections -> Pass/Fail. Field Revisions
8. Certificate of Occupancy

A dozen separate reviewers may review a permit for a typical project.

Review Process:

- Reviewers have different ways they communicate
- They can comment on set of plans
- It's up to the reviewers to see how quickly they communicate with a customer
- Reviewers can use Accela, email or call client

Comments:

- Email for revisions required
- PDS gets an alert when new documents have been uploaded

Ready to issue:

- Email showing
- Fees due
- Permit issued

Inspections:

- Inspections available through ACA

Certificate of Occupancy

- Peter Huffman mentioned there are weekly meetings and that reviewers are making comment under supervision, and often under building officials.
- The permit specialist has a lot of authority.
- Permit specialist controls flow of the process at the beginning. Permit specialists are represented employees.
- Reviewers get automated weekly workload emails.
- Customers can find comments made on real time through Accela.
- Peter Huffman mentioned that the communications to developers can be fragmented at times.

\*Chair Dugan request that all levels of permit sheet be included with the minutes.

10:55 am: Where are we going? Improvements

- Pre-Application: app review internally. Everyone @ the table provides preliminary comment memo in 1-2 weeks
  - Enhance initial documents with code citations improved
  - More internal meetings happening / Studio approach: cross disciplinary groups.
- PDS has a capacity issue staff shared.
- More parties copied on emails.
- Different software / Adobe currently used for plan review but PDS is looking at other software.

11:10 am: Suggestions/Comments/Feedback

- Who has the job to resolve conflicting comments on plans? Depends on the issue. If the issue is complex it goes to the Director of PDS, Public Works, and Environmental Services.
- No developer steward at the moment.
- Getting the studios up and functioning is an excellent idea.
- Helpful to take permit review process on the road and show it to others
- Discretion pushed down the food chain (at lowest level) so it doesn't result in conflict.
- Council Member McCarthy suggested having a creed/language stating the goal of the dept., which is to have a building occupy or filling a space as fast as possible.
- Having more tools in Accela to email out.
- Have a list of automatic fails that developers can easily access.
- Parking lot approved as noted.
- Chair Dugan asked for volunteers to help create a draft of a graph similar to the one given to TPS. (Building & Site Permit Submittal and Review Process)

11:31 am: Adjournment