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

ROW Construction & Site Development Permit Flow Chart

1. Where is Construction Activity Occurring?
   - Right-of-Way Only
   - On-Site Only

2. Application Submitted for ROW Construction Permit
3. Application submitted for ROW Construction & Site Development Permit
4. Application submitted for Site Development Permit

- Application accepted electronically or at the Permit Counter with all required documentation
- Plans are reviewed, in order, by applicable City departments for Compliance and Standards

5. 4-8 weeks
- Plans conform to City of Tacoma Standards?
  - No
    - City reviews resubmittal
    - City approves final plans
  - Yes
    - Design Engineer receives redline plans and comments from the City of Tacoma. Engineer returns plans with corrections
- Proposed work in Right-of-Way?
  - Yes
    - Performance Bond, Traffic Control Plan, Pedestrian Access Route & Construction Notices received
  - No
    - Preconstruction Meeting Held

6. Permits Issued
7. Construction May Begin
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 versus 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.
Section 4: ADA Curb Ramp Matrix Flow Chart

Principle #1:
Alteration vs. Maintenance
Does Work Improvements include new or altered roadway?

Principle #2:
Altered Roadway Exceeding 50% of Road Width
Is roadway alteration greater than 50% of the roadway width and extend up to end of radius or between the end and midpoint of a corner’s radius?

Principle #3:
Altered Intersection Exceeding 50% of Intersection Area
Is roadway alteration greater than 50% of the intersection area?

Principle #4:
End and Midpoint of Radius for Work At or Behind Curb
Do Improvements impact the curb or area behind the curb up to end of radius or between end and mid—point of corner’s radius?

YES
ADA Ramps are required

NO

YES

NO

ADA Ramps are not required
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.
Use this flowchart first for all projects

Does the site have 35% or more of existing hard surface coverage?

No

See Redevlopment Flowchart (Fig. 1-6)
OR
Road-Related Redevelopment Project Flowchart (Fig. 1-7)

Yes

Do the new plus replaced hard surfaces total 2,000 square feet or more?
OR
Does the project disturb 7,000 square feet or more of land?

No

Comply with Minimum Requirement #2. Note, applicant is not required to submit a SWPPP or TESC Plan, but shall comply with SWPP elements.

Yes

Comply with Minimum Requirements #1 - #5 and #10 for all new plus replaced hard surfaces; and the land disturbed. Continue to next questions. See Figure 1-8.

Is the total of new plus replaced hard surfaces 5,000 square feet or more?
OR
Does the project convert ¾ acres or more of vegetation to lawn/landscaped?
OR
Does the project convert 2.5 acres or more of native vegetation to pasture?

No

Review Minimum Requirements #1-10 and comply with applicable requirements. Requirements apply to new plus replaced hard surfaces; and converted vegetation surfaces. Continue to the Flow Control Flowchart. See Figure 1-9.

Yes

No additional requirements

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
Do the new plus replaced hard surfaces total 2,000 square feet or more? OR Does the project disturb 7,000 square feet or more of land?

Comply with Minimum Requirements #1 - #5 and #10 for all new plus replaced hard surfaces and land disturbed. Continue to next question. See Figure 1-8

Does the project add 5,000 square feet or more of new hard surfaces?

Comply with Minimum Requirement #2. Note: applicant is not required to submit a SWPPP or TESC Plan, but shall comply with SWPP elements.

Yes

Review Minimum Requirements #1-10 and comply with applicable requirements. Requirements apply to new hard surfaces and converted vegetation areas. Continue to the next question and continue to Flow Control Flowchart (Fig. 1-9).

No

Convert ¼ acres or more of vegetation to lawn/landscaped?

Convert 2.5 acres or more of native vegetation to pasture?

Is the total of new plus replaced hard surfaces 5,000 square feet or more and does the value of the proposed improvements, including interior improvements, exceed 50% of the assessed value of the existing site improvements?

Review Minimum Requirements #1-10 and comply with applicable requirements. Requirements apply to new and replaced hard surfaces and converted vegetation areas. Continue to Flow Control Flowchart (Fig. 1-9).

No

No additional requirements

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
Do the new plus replaced hard surfaces total 2,000 square feet or more?
OR Does the project disturb 7,000 square feet or more of land?

Yes
Comply with Minimum Requirements #1 - #6 and #10 for all new plus replaced hard surfaces; and the land disturbed. Continue to the next questions. See Figure 1-8.

No
Comply with Minimum Requirement #2. Note, applicant is not required to submit a SWPPP or TESC Plan, but shall comply with SWPP elements.

Does the project add 5,000 square feet or more of new hard surfaces?
OR Convert 1/4 acres or more of vegetation to lawn/landscaped?
OR Convert 2.5 acres or more of native vegetation to pasture?

Yes
Review Minimum Requirements #1-10 and apply the applicable requirements to new hard surfaces; and converted vegetation areas. Continue to the next question.

No
No additional requirements. Comply with Minimum Requirements #1 - #5 and #10.

Review Minimum Requirements #1-10 and apply the applicable requirements to new and replaced surfaces and converted vegetation. Continue to flow control flowchart (Fig. 1-9).

Do the new hard surfaces add 50% or more to the existing hard surfaces within the project limits?

Yes
No additional requirements.

No

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
**Figure 1 - 8. Minimum Requirement #5 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 3.4.5.5 for List #2.
Does the project total 10,000 square feet or more of effective impervious surfaces?
OR
Convert 2.5 acres or more of native vegetation to pasture?
OR
Convert ¾ acres or more of vegetation to lawn or landscaped?
OR
Cause a 0.15 ft³/s or greater increase in the 100-year flow frequency through a combination of effective hard surface and converted vegetated areas?
(Must use WWHM model.)

Flow control mitigation is not required. Provide on-site stormwater management per Minimum Requirement #5.

Does the project discharge directly or indirectly into freshwater?

Provide flow control mitigation per Minimum Requirement #7.

Perform a quantitative downstream analysis as applicable, See Minimum Requirement #10. Is there capacity?

Provide flow control mitigation per Minimum Requirement #7 or correct downstream problem.

Flow control is not required. Provide on-site stormwater management per Minimum Requirement #5. See Figure 1-8.

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 ft³/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
Figure 5-1: Pre-treatment Device Decision Tree
Private Side Sewer Repair Flowchart

Owner performs due diligence investigation

Owner determines the problem is in the private or public ownership

Public ownership

Private ownership

Owner gets a permit to repair/replace side sewer

Can owner repair side sewer without getting within 10’ of public ownership?

Yes

Owner completes repairs

No

Owner contacts City prior to excavating within 10’ of public ownership

City representative determines if connection can be made to City owned asset

Connection cannot be made

Connection can be made

Owner makes connection & completes repairs

City performs due diligence investigation

Owner contacts City with results of due diligence investigation

City contacts owner with results of due diligence investigation

Is the problem in the public ownership?

Yes

City completes repairs

No

Owner makes a temporary connection

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Figure 6-2: Private Side Sewer Repair Flowchart