



City of Tacoma  
 Planning and Development Services  
 Site Development Group

<b>PRE-Construction MEETING ATTENDANCE</b>	
<b>HELD VIA MS TEAMS ON: 7/22/24 AT 10:00AM</b>	
<b>Project Name:</b>	St Charles Borromeo Parish Office Addition
<b>Permit Numbers:</b>	SDEV24-0120
<b>Project Address:</b>	7112 S 12 <sup>th</sup> Street
<b>General Contractor:</b>	Hilger Construction Inc.
<b>Area Site Inspector:</b>	John Ringer
<b>Area Building Inspector:</b>	CJ Welter
<b>Compliance Inspector:</b>	Scott Haydon

IN ATTENDANCE

Name	Company	Phone	Email
<b>Adam Barnett</b>	COT – Site Review Engineer	253.290.1979	abarnett2@cityoftacoma.org
<b>John Ringer</b>	COT – Site Inspector	253-820-3264	jringer2@cityoftacoma.org
<b>Steve Taylor</b>	COT – Site Inspector	253.651.9028	rtaylor@cityoftacoma.org
<b>Scott Haydon</b>	COT – Compliance Inspector	253.377.3061	shaydon@cityoftacoma.org
<b>Joe Graff</b>	COT – Application Services	253.591.5622	jgraff@cityoftacoma.org
<b>Seana Essex</b>	COT – Site Inspection Supervisor	253.573.2514	sessex@cityoftacoma.org
<b>Christne Sagon</b>	COT – Site Engineering Technician	253.591.5089	csagon@cityoftacoma.org
<b>Fr. Mike McDermott</b>	St. Charles - Owner	253-536-1993	frmike@stcharlesb.org
<b>Michael Dean</b>	Hilger Construction - Superintendent	360 908 8967	michael.dean@hilgerconstruction.com
<b>Nick Hilger</b>	Hilger Construction - Project Manager	253-202-9954	nick.hilger@hilgerconstruction.com
<b>Ian Hilger</b>	Hilger Construction - Project Manager	253-686-9741	ian.hilger@hilgerconstruction.com
<b>Morry Manning</b>	Evergreen Excavation	253-606-3333	pamman5@comcast.net
<b>Lawrence Aranda</b>	MBA Architects	253-312-6650	lawrence@mbaarchitects.com

747 Market Street, Room 345 | Tacoma, Washington 98402-3769

[www.cityoftacoma.org](http://www.cityoftacoma.org)

<b>Rick Hand, P.E.</b>	SITTS & HILL ENGINEERS, INC. - Senior Project Manager	(253) 474-9449 ext.305	rickh@sittshill.com
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## GENERAL PROJECT & PERMIT DISCUSSION

### 1. Introductions – Sign In Sheet

The sign-in sheet records the attendees of the meeting, please make sure the information is correct on the sheet and update it as needed. After the meeting a copy of the sign-in sheet and agenda, with discussion notes, will be emailed to all meeting attendees and uploaded to the permit record.

### 2. Identify Contact People

	Name	Phone Number
<b>CESCL/TESC Contact:</b>	Not required under 43625 sqft. of disturbed surfaces	
<b>24-Hr Emergency Contact:</b>	Nick Hilger Michael Dean	253.202.9954 360.908.8967
<b>Superintendent / Foreman:</b>	Michael Dean	360.908.8967
<b>Design Engineer:</b>	Kathy Hargrave   Sitts & Hill	253.474.9449
<b>Site Inspector:</b>	John Ringer	253-820-3264
<b>Compliance Inspector:</b>	Scott Haydon	253-377-3061
<b>Building Inspector:</b>	CJ Welter	253.281.7486
<b>Project Coordinator:</b>	Joe Graff	253.591.5622
<b>Site Review Engineer:</b>	Adam Barnett	253.290.1979

\*Designated agent(s) for Financially Responsible party to be on site at all times during construction.

### 3. Business License and Bond Requirements

- Contractor Has Active WA State Contractor’s License
- Contractor Has Active City of Tacoma Business License – Apply online [here](#)
- Contractor Has ROW Bond on File
- Project Has Performance Bond on File
- All Other Bond Requirements are Met

### 4. Permits to be Issued – Scope of Work

- SDEV24-0120** - New parish building with offices and meetings spaces, and associated site paving and utility work.

### 5. Revisions to Approved Plans/Issued Permits

A printed set of the project plans with the City of Tacoma approval watermark shall be on the project site at all times during construction. The approved plans will be made available for the Site Inspector’s review upon request. Failure to produce the approved set can result in a stop work being issued.

Revisions to **Work Order or Site Development** approved plans shall be submitted as Field Revision Commercial (FRC) in the online permitting portal. Please reference the permit number in the FRC application. Revisions must be made on the approved, watermarked plan sheet(s). Contact the Permit Desk, [permits@cityoftacoma.org](mailto:permits@cityoftacoma.org), and cc the Project Coordinator to request an unlocked PDF of the Approved Plan set. Please submit only the revised plan sheets in the FRC.

For more details on FRCs for SDEV, WO, or BLD permit plans, please see our tip sheet: [www.tacomapermits.org/tip-sheet-index/field-revisions](http://www.tacomapermits.org/tip-sheet-index/field-revisions).

In order to submit a Field Revision and/or upload documents to a permit, you must have an ACA account, and that account must be attached to the permit. Anyone needing to download permit documents, plans, or upload revisions and deferred submittals must create an account: <https://aca.accela.com/TACOMA/Default.aspx>.

Review and processing of documents after permit issuance will be charged on a per hour basis.

**Land Use-related Plan Changes** - Changes to building exteriors, such as siding or trim, do not require an FRC, but may impact Land Use compliance – and your final Land Use Inspection. Please contact the assigned Land Use Reviewer prior to implementing changes such as these.

#### 6. **Review of Work Schedule**

**Copy of Work Schedule sent to Project Coordinator and Inspectors prior to pre-construction meeting.** If a schedule is not available, one shall be submitted to the construction inspector prior to commencing work.

*Unless otherwise indicated by an approved noise variance, all construction activity shall occur between the hours of:*

Weekdays: 7 a.m. and 9 p.m.  
Weekends and Holidays: 9 a.m. and 9 p.m.

Anticipated construction start date: 7/22/23

A Noise Variance Permit (NVAR) may be applied for online. Further, all construction devices used in construction and demolition activity shall be operated with a muffler if a muffler is commonly available for such constructing device (TMC 8.122).

Noise Variance Record Number (if applicable): \_\_\_\_\_

### **WORK ORDER & SITE DEVELOPMENT PERMIT DISCUSSION**

#### 7. **Notification to neighboring properties -TMC10.22.170 (D)**

**Copy of Neighbor Notification Letter and list of address provided to Site Review Engineer**

Before beginning construction, a written notification shall be distributed to all residents of properties adjacent to the project. The notification shall include a description of the work, approximate length of construction, and name and telephone number of the owner's rep to obtain additional information. Submit a list of all properties that notification was sent to and when it was sent.

Neighbor Notification letter mailed/delivered: Mailed 6/26/24

#### 8. **Community Notification of Construction Projects – Director's Rule 01-2020**

A project information sign is required to be posted at all project sites that required SEPA review or when scope of work includes residential projects with more than four (4) units. The city shall provide the sign. Posting of the sign is the applicant's responsibility. Proof of posting must be provided to the Land Use Reviewer prior to start of construction.

#### 9. **Adjacent Properties and the Right-of-Way**

Special care shall be taken to assure that adjacent properties are not impacted by dust, noise (radios, work outside approved hours) or construction. It is highly recommended to establish the site property corners. Where permanent structures will be constructed on/near the property line, the inspector may require the contractor to stake and string-line the property corners to insure adjacent property owners are not impacted. Temporary or permanent construction easement provisions must be granted to perform work on adjacent properties and are clearly shown on the plans.

Additional permits beyond the work order may be required for all work within the right-of-way. Private improvements are not allowed within the right-of-way and require a separate SDEV permit. Work approved within the right-of-way shall be clearly staked consistent with the horizontal and vertical control provided on the plans.

**10. Traffic Control Requirements — Pedestrian Accessible Route (PAR)**

~~Traffic Control Plan (TCP) and Pedestrian Accessible Route (PAR) submitted/approved~~

~~<https://www.tacomapermits.org/wp-content/uploads/2021/02/Checklist-for-Pedestrian-Access-through-Construction-Zones.pdf>~~

~~All work orders with new improvements within an existing roadway, or any construction shall include the minimum special traffic control requirements for the Work Order plans per the Manual of Uniform Traffic Control Devices (MUTCD).~~

~~Curb ramps shall be built/constructed one at a time at a time at any given intersection. Only one corner of an intersection can be closed at any given time. Pedestrian reroute signs shall follow the approved TCP for the project. The TCP shall comply with the MUTCD and the City of Tacoma Traffic Control Handbook. Any DEMO work is to be immediately followed by placing a firm unyielding surface such as ¾" crushed that is compacted for a temporary Pedestrian Access Route. Any temporary pedestrian access shall be maintained at all times.~~

~~If the contractor needs to deviate from the approved TCP or PAR, a revised plan shall be submitted detailing the proposed changes to the Traffic Review Engineer: Jennifer Kammerzell at JKammerzell@cityoftacoma.org~~

~~Traffic Control Handbook on City of Tacoma website:~~

~~[https://www.cityoftacoma.org/UserFiles/Servers/Server\\_6/File/cms/PublicWorks/Engineering/DesignManual/2021TrafficControlHandbook.pdf](https://www.cityoftacoma.org/UserFiles/Servers/Server_6/File/cms/PublicWorks/Engineering/DesignManual/2021TrafficControlHandbook.pdf)~~

**11. Traffic Closure Holiday Moratorium Areas**

~~Per TMC 10.22.140.C, no construction shall be performed nor shall any traffic lane be closed to traffic between Thanksgiving day and New Year's day within the downtown core and outlying business districts unless otherwise approved by the Director. View maps of these areas online:~~

~~[https://www.cityoftacoma.org/government/city\\_departments/community\\_and\\_economic\\_development/neighborhood\\_business\\_districts](https://www.cityoftacoma.org/government/city_departments/community_and_economic_development/neighborhood_business_districts)~~

**12. Notification of Traffic Impacts**

The following departments and local organizations shall be notified of any traffic impacts to their service routes including lanes closures, alternate routes, or impacts to their facilities.

The contractor shall notify the following departments three (3) working days prior to any street closure. Pierce Transit requires five (5) working days prior to any route detours.

**Notification – Contact Numbers**

Department	Phone	Fax	Email
Traffic Engineering	591-5305	591-5533	trafficcontrolplans@cityoftacoma.org
Tacoma Fire Department	591-5775	591-5034	dutyofficer@cityoftacoma.org tacomafiredepartment@cityoftacoma.org
Tacoma Police –Ops	591-5932	594-7842	TacomaPoliceEvents@cityoftacoma.org
LESA	798-4721 Opt #3	798-2708	commsupsb@southsound911.org
Sound Transit Link	206-370-5674		Denise.Ahuna@soundtransit.org

Pierce Transit Service Impacts	377-5027	589-6364 or 589-6367	serviceimpacts@piercetransit.org mdavilla@piercetransit.org
Pierce Transit Events Coordinator	581-8001	984-8161	bnelson@piercetransit.org
Public Works/Signal and Streetlighting	591-5287	593-7745	gyotter@cityoftacoma.org
Public Works/Street Ops	591-5495	591-5302	streetoperations@cityoftacoma.org
School Trans Office	571-1853	571-1932	transportation@tacoma.k12.wa.us
First Students		272-7799	Elizabeth.Anderson@firstgroup.com
Chief Leschi Schools	445-4000		Cindy.Hanson@leschischools.org
UWT Facilities Services	692-5700	692-5705	facility@uw.edu
Off-Duty Police Officer	591-5932		TacomaPoliceEvents@cityoftacoma.org
Tacoma Refuse	591-5544	591-5547	rcollections@cityoftacoma.org
Tacoma First	311 (city limits)		csc@cityoftacoma.org

**Include the following information when notifying the above departments.**

- Name of street to be closed & the extent of the closure (between which two roads).
- Stipulate whether or not the area is to be open to local traffic & emergency vehicles.
- State the date(s) & hour(s) the closure will be in effect.
- Give the reason for the closure.
- Provide detour information.
- State who/which firm is performing the work.
- Provide the name and telephone number of a contact person.

**Recommended Publications**

As a contractor you will have many opportunities for setting up traffic control. To comply with national standards, we recommend having the **MUTCD** (Manual on Uniform Traffic Control Devices) for future reference.

To order hard copies or CD versions of the MUTCD please go to one of the links below: American Association of State Highway Organizations at:

<https://bookstore.transportation.org/> Institute of Traffic Engineers at:

<http://www.ite.org/bookstore/index.asp> American Traffic Safety Services Association at: <http://www.atssa.com/>.

**Things to Think About**

Before the traffic control plan is drawn visit the site and look for special circumstances that may be unique to the area. For example work being done on the sidewalk may be a hazard if someone walks out a door into your wet cement or a tool may fall on someone's head if someone is in a lift washing windows. **Call Pierce Transit if you need to do work at a bus stop. Transit requires five (5) days notice for route detours.** Transit will inform citizens and move or temporarily close the stop. Keep in mind that pedestrians need 5' of unobstructed walking area. If roadwork needs to be done on an arterial street, traffic control devices shall be removed during peak hour traffic (7am to 9am and 4pm to 6pm). For further information see our TRAFFIC CONTROL HANDBOOK.

<http://www.cityoftacoma.org/>

<http://wspwit01.ci.tacoma.wa.us/govME/Admin/Inter/StartPage/default.aspx>

[http://wspwit01.ci.tacoma.wa.us/download/PDF/Traffic\\_Control\\_Handbook.pdf](http://wspwit01.ci.tacoma.wa.us/download/PDF/Traffic_Control_Handbook.pdf)

**13. Tacoma Smelter Plume**

If you are a developer planning a project within the Tacoma smelter plume, we recommend the following:

747 Market Street, Room 345 | Tacoma, Washington 98402-3769

[www.cityoftacoma.org](http://www.cityoftacoma.org)



- Search Ecology’s [interactive map](#) to find out if your property is in the plume.
- Read the [Tacoma Smelter Plume Model Remedies Guidance](#) to learn more about how to test soil for arsenic and lead contamination and complete cleanup, if needed.
- If the sampling results show contamination on your property, consider joining the [Voluntary Cleanup Program \(VCP\)](#). The VCP provides technical assistance and a written opinion. Getting written approvals via the VCP is free for projects with Tacoma smelter plume contamination.
- Protect your workers and the environment. State law requires employers to protect workers who could be harmed by contaminated soils. Construction sites must also prevent dust or stormwater runoff from leaving the site. State fact sheets have more information:
  - [Working in Contaminated Soils](#) (worker safety)
  - [Construction Work in Contaminated Soils](#) (environmental laws)

For more information, contact Eva Barber at [Eva.Barber@ecy.wa.gov](mailto:Eva.Barber@ecy.wa.gov) or 360-407-7094.

#### 14. Location of Existing Utilities

Per section 1-07.17 of the WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction the Contractor shall call the utilities underground location center for field location of utilities, in this regard the contractor shall utilize the “One Call System” telephone 1-800-424-5555.

#### 15. Stockpiling of Materials

No gravel, topsoil, mulch, or any other material used for the contract shall be stockpiled on new or existing improvements unless approved by the Engineer. Stockpiling of Material in the Right-of-Way is only allowed upon prior approval from the City of Tacoma.

#### 16. Construction Staging

Please be advised that any impediment of access to public infrastructure, including streets and sidewalks for any duration of time, resulting from third party uses and/or closures of the abutting street rights of way for construction or staging activities may be subject to additional and separate Permitting: <https://www.tacomapermits.org/tip-sheet-index/rocc-permits>. Such use of the public right of way is not authorized by the approvals of Building or Site Development Permits.

- Right-of-Way Use Permit (RUSE) - 90 Day Maximum for Construction Staging
- Right-of-Way Occupancy (ROCC) Permit – Required for 90+ Days Construction Staging

#### 17. Construction Staking

Work approved within the right-of-way shall be clearly staked consistent with the horizontal and vertical control provided on the plans. Construction staking shall be per WSDOT Specs 1-05.4. Construction staking SHALL NOT be by City of Tacoma forces. The surveyor shall provide the City’s inspector with survey data showing the following:

- Slope Stakes
- Curb Grades
- Cut sheets for storm and sanitary sewers

The Contractor shall verify the placement of any catch basins prior to placing Curb and Gutter.

Staking to be completed by Sitts and Hill

#### 18. Erosion Control

The contractor shall maintain a clean work site throughout the duration of the project. Erosion Control measures, as stated in the approved Storm water Pollution Prevention Plan shall be adhered to at all times, additional measures may be required depending on the conditions on the site. Erosion Control measures shall be routinely inspected and maintained. Special care needs to be taken to assure that

adjacent properties are protected. **Dust control shall be maintained throughout the duration of the project.**

Per ESD16-01, “The use of loose, unbound asphalt millings as a “gravel type” surface is prohibited” and, “The use of loose concrete aggregate as a “gravel type” surface is prohibited.”

#### 19. Hydrant Water

If hydrant water is needed the contractor is required to contact Tacoma Public Utilities, Water department, at (253) 502-8247, to obtain a permit. Be advised: TPU may impose a fine for use of a non-registered water meter and/or backflow device.

#### 20. Over the Counter Permits

Over the counter permits are required for EACH water, storm and sewer connection and EACH DEVICE INSTALLED. Link to Tacoma Fee Estimator - <http://tacomapermits.org/pds-resource-library/fee-estimator>

Per the currently-approved plans, this project will need the following OTC permits:

- **1 WATER (Water Connection)**
- **1 STORM (Surfacewater Connection)**
- **1 SEWER (Wastewater Connection)**

[Apply for your 30-day connection permits online and reference the SDEV permit no.: SDEV24-0120.](#)

#### 21. Catch Basin Markers

The City of Tacoma Inspector shall supply placards/markers for each new CB in the project. Note, there are different markers used for the ROW versus private streets. Adhere to top of curb using das brand – Curb Marker Adhesive #RS-222.



ROW CB Marker



Private Street CB Marker

#### 22. Connections to New and Existing Structures

All connections to new and existing structures shall be **watertight** per the WSDOT specifications. The Site Inspector shall make the final determination if a sand collar will be required to ensure a watertight connection.

Connections to catch basins shall use sand collars.

Connections to new precast concrete maintenance holes and existing maintenance holes shall be **core drilled** and a flexible pipe-to-maintenance hole connector shall be used to provide a watertight joint. The connector shall be Kor-N-Seal or approved equal.

Connections to new or existing maintenance holes via a knockout shall use sand collars to provide a watertight joint.

#### 23. Work Order General Notes

The provisions noted in the Work Order General Notes (WOGN) on the approved plan set shall be used in conjunction with the current WSDOT Standard Specifications and City of Tacoma General Special Provisions (GSPs).

#### 24. Quality Assurance Testing

Quality Assurance sampling and testing is required for all improvements within the ROW. Test reports shall be submitted to the Inspector and approved prior to continuing with succeeding work. Final report(s) shall be submitted prior to acceptance. If the private testing lab has questions in regard to any of the above requirements, contact your City of Tacoma Project Review Engineer.

Following are examples of/QA Testing required for your project. These items require an approved inspection prior to any progressive work. The relevant WSDOT/APWA specification is listed next to each item.

##### Embankments SEC. 2-03.3(14)

One (1) compaction test per 1,000 lineal feet per layer, or a minimum of five (5) tests per project or as directed by the Engineer

##### Surfacing Compaction SEC. 4-04

Five (5) compaction tests per 1,000 lineal feet per layer of surfacing material, or a minimum of five (5) compaction tests per project per layer of surfacing material, or as directed by the Engineer

##### Commercial Concrete SEC. 6-02.3(2)B

Minimum of two (2) cylinders per job

##### Hot Mix Asphalt SEC. 5-04

One (1) extraction and one (1) rice test per day

Five (5) compaction tests per 400 ton, or a minimum of five (5) compaction tests per day

##### Structural Concrete SEC. 6-02

Three (3) cylinders, slump, and air content per 50 cubic yards of concrete placed, or a minimum of two (2) cylinders per project

##### Trench Backfill SEC. 7-08.3(3)

Trench backfill material shall be per Standard Plan SU-16 and meet WSDOT Specification 9-03.12(3). **Compaction Requirements shall be per Standard Plan SU-28.**

If the private testing lab has questions in regard to any of the above requirements, contact your City of Tacoma Project Review Engineer.

**Copies of the reports shall be given to the Inspector for the project file.**

Materials testing to be completed by: Kazen Testing Company

#### 25. Required Inspections

Inspections are required for all improvements whether on-site or in the ROW. Following are examples of OR inspections anticipated for your project. These items require an approved inspection prior to any progressive work:

- Erosion control measures and ongoing regular maintenance
- ~~Compaction reports on trenches prior to placement of crushed rock/backfill~~
- Channeling of manholes
- ~~Air testing of sewer mains~~
- ~~Compaction reports for crushed rock prior to placing asphalt~~
- Any concrete work: inspection is required for subgrade, forms, and finish
- Adjustments of Utilities
- ~~Monumentation~~

- Stand Alone Permits: such as, SEWER, STORM,
- WATER permits – these cover the connection from the meter to the house
- Final clean-up and project completion
- Construction Deficiency List (Punchlist)

Be sure to engage the Engineer of Record (EOR) early in construction. There may be inspections the EOR must complete during construction, such as inspection of the subgrade below an infiltration facility.

## 26. BMP L613 Post Construction Soil Quality and Depth

The selection of the soil amendment type to satisfy BMP L613 is outlined on the approved Civil Plans. Prior to receiving a site final, the Permit Compliance Inspector will inspect the amended soils to ensure proper installation and quality of materials. Please be aware that the contractor may be asked to supply delivery tickets, if requested by the Inspector, to verify the installed material matches the soil amendment option noted on the approved Civil Plans.

## 27. Scheduling SDEV and WO Inspections

Please submit your request 24 hours before your desired inspection time/day to schedule. Inspection must be schedule by 3pm the day prior to the desired inspection day. You can schedule the inspection appointment THREE ways:

- Phone, using the automated line: 253-573-2587
- Online, <https://www.tacomapermits.org/inspections>
- Text, NEW!, <https://www.tacomapermits.org/scheduling-inspection-by-text>

**Do not call your Inspector directly to schedule inspections.**

**If you call the Site Inspector and they stop by the project site as a result - THAT DOES NOT COUNT AS AN INSPECTION.**

There are two inspection types to choose from when you schedule an inspection: *Site Consult* or *TESC*. Your first inspection will be for TESC, erosion control.

When you have finished constructing the project: If you have not formally requested inspections using one of the three methods bulleted above, you WILL BE DELAYED. Until all required inspections are logged in the permit record, the project will not receive CofO or final inspection.

## PERMIT CLOSEOUT DISCUSSION

### 28. Project Completion and Close-Out

The Inspector will issue a Construction Deficiency List (punchlist) when project is deemed 90% complete. Contractor is expected to complete the work within 30 days of receipt of the list, which includes any required Record Drawings and Engineer Certifications.

**~~The project's Performance Bond, or Assignment of Funds, will not be released until the Punchlist is complete and Record Drawings and Engineer Certifications have been accepted and approved.~~**

### 29. Record Drawings for SDEV & WO Permits

Record Drawings (as built), meeting the criteria listed on the approved project plans and in the SWMM are required for your project and must be completed by the EOR.



**Using the Inspection Management System**

- 1 Find your permit number  
ex: SDEV19-0213
- 2 Dial: (253) 573-2587
- 3 Press:  
[1] for English  
[2] for Spanish
- 4 Press:  
[1] to schedule  
[2] to cancel or reschedule  
[3] to get inspection results  
[4] to make a payment
- 5 Enter your permit number
- 6 Enter 409 for Erosion Control  
or 419 for Site Visit

Or schedule online at  
[aca.accela.com/tacoma/](http://aca.accela.com/tacoma/)

Submit Record Drawings online as an FRC and reference the related permit no.: [SDEV24-0120](#).

Record Drawings shall consist of required as-built information noted in **RED** on a clean set of the watermarked, approved drawings (*not* bubbled plan revisions) including all applicable project improvements:

- **New ROW roadway section** – callout station, offset, centerline and gutter flowline elevations, to nearest 0.01 foot; for all horizontal and vertical roadway alignment changes, add callout information at the intersection end of radius points and at the beginning and end of new pavement sections
- **Curb Ramps** – note final slope percentages and FG to FG for each leg of the ramp
- **Public & Private Stormwater & Wastewater Structures** - station, offset, invert, and rim elevations to the nearest 0.01 foot for all stormwater. (i.e.: manholes, catch basins, etc.)
- **Side Sewers** – callout and locate all side sewers relative to permanent objects including the depth
- **Survey Monuments** – callout vertical and horizontal datum for new survey monuments

### **30. Engineer Certifications for Stormwater Facilities**

~~The Engineer of Record shall provide an Engineer's Certification to the City of Tacoma after stormwater facility installation and prior to permit final inspection and closeout.~~

~~Submit Engineer Certifications online as an FRC and reference the SDEV permit no.: [SDEV24-0120](#).~~

~~The Engineer's Certification shall list the permit number and include statements to attest:~~

- ~~• All stormwater facilities have been installed according to the approved permit documents~~
- ~~• Record Drawings have been provided to the City electronically. See Section 4.2.2 of the SWMM for record drawing requirements~~
- ~~• The soils at the bottom of the infiltration facility are as indicated in the plans. The designer or soils professional that classified the soils will need to be on-site during construction to verify the soil types~~
- ~~• The Operations and Maintenance Manual is located onsite~~

~~A template is available for your reference; ask your Site Review Engineer.~~

### **31. Sanitary Sewer In Lieu of Assessment Release**

~~This project includes an extension of the public sanitary sewer main. Properties to be sewerred by this public main extension will not be released of the sanitary sewer assessment obligation until the In Lieu of Assessment Release Affidavit is submitted. The affidavit form will be provided to the applicant at time of close out, once the sewer main has been tested and approved by the Site Inspector.~~

### **32. Land Use Final Inspections**

Land Use Actions are included with this project requiring Land Use Inspection. For questions on the LU action(s), please contact the Land Use Reviewer for this project is:

Shirley Schultz, [sschultz@cityoftacoma.org](mailto:sschultz@cityoftacoma.org), 253.591.5121

If Land Use Inspection is required, as indicated above, a separate Land Use Inspection is needed and can be scheduled directly with the assigned Land Use Reviewer. If the specific Land Use Reviewer assigned to the project is not available, contact the Land Use Review Group at [zoning@cityoftacoma.org](mailto:zoning@cityoftacoma.org), or 253-591-5030 (follow options for Zoning and Land Use Regulations).

These inspections should be scheduled approximately one week in advance. Schedule accordingly for final close out and certification of occupancy, which cannot be issued until all final inspections are completed. The following items are typical of the Land Use Final Inspection:

- Parking stall dimensions.
- Parking lot landscaping (keep tree tags on until after inspection)
- ROW landscaping (adjacent to new sidewalk segment)
- Site lighting
- Pedestrian connection from building to ROW

### 33. Questions/Comments

FIRE Advisory Comment:

A separate submittal and permit are required from the Tacoma Fire Department for the installation of the underground sprinkler system supply line and fire department connection. All work shall comply with the IFC and NFPA 24. Per WAC 212-80, all underground work for the fire sprinkler system must be by a State of Washington licensed fire sprinkler contractor, Level 'U' or III. Plans are to bear a PE stamp or Level III sprinkler designer stamp as well as the Level U or Level III sprinkler contractor stamp of the installing contractor. The installing contractor must also be properly licensed with the City and also hold a City of Tacoma Fire Protection license.

<https://www.tacomapermits.org/tip-sheet-index/commercial-fire-permits-firec>

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Note: **This agenda serves as the formal minutes for this Pre-Construction Meeting.**