



**CITY OF TUKWILA**  
**Public Works Department**  
**206-433-0179**

**BULLETIN B1**

**PLAN SUBMITTAL GUIDELINES**

**Permit Application**

To apply for a Public Works permit, submit a completed application, four copies of the plans meeting the submittal guidelines, and any supporting documentation, in person to:

Public Works Permits Center  
Engineering and Development  
6300 Southcenter Boulevard Suite 100  
Tukwila, WA 98188  
206-433-0179  
[www.ci.tukwila.wa.us](http://www.ci.tukwila.wa.us)

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**Provide civil drawings on 24" x 36" sheets (maximum) or 11" X 17" minimum**

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**Information Sources**

For help with permit plan submittal guidelines, please refer to the Development Guidelines and Design and Construction Standards available at the Public Works Permit Center and at [www.ci.tukwila.wa.us](http://www.ci.tukwila.wa.us).

**References, Standards, and Codes**

The following lists of references, standards, and codes provide the basis for design and construction requirements for multifamily-residential, commercial or industrial development, or construction of public infrastructure within the City. Where conflicts arise, clarify the rule with the Public Works staff.

The City of Tukwila recognizes the most current edition of the following references, standards, and codes.

1. City of Tukwila *Infrastructure Design and Construction Standards*,
2. City of Tukwila Municipal Code,
3. *Comprehensive Land Use Plan*, City of Tukwila,
4. *Standard Specifications for Road, Bridge, and Municipal Construction*, prepared by the Washington State Chapter of the American Public Works Association (APWA) and the Washington State Department of Transportation (WSDOT),

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5. *Manual on Uniform Traffic Control Devices (MUTCD)*, U.S. Department of Transportation as amended and approved by Washington State Department of Transportation,
6. *King County Surface Water Design Manual*,
7. Sensitive Areas Overlay,
8. State and National Environmental Policy Acts,
9. Shoreline Management Act, State of Washington,
10. WISHA – Washington Industrial Safety & Health Administration,
11. OSHA – Occupational Safety & Health Administration,
12. All other federal, state and local special requirements.

#### Additional Standards and Codes

In cases where the above references, standards, and codes do not cover elements of the project design and construction, the City recognizes and uses the most current edition of the following:

##### Streets

1. *A Policy on Geometric Design of Highways and Streets*, AASHTO English units version,
2. NEC- National Electrical Code,
3. IMSA – International Municipal Signal Association.

##### Surface Water

1. *Comprehensive Surface Water Management Plan*, City of Tukwila,
2. Washington State Department of Fish and Wildlife Requirements,
3. *King County Spill Prevention and Control Manual*,
4. *Stormwater Management Manual for Western Washington*, Department of Ecology.

##### Flood Control Zone

1. *Flood Insurance Study*, current revision, Federal Emergency Management Agency,
2. *King County Flood Hazard Policy*,
3. *King County Riverbank Stabilization Guidelines*,
4. *Green River Management (A.G.#85-043)*,
5. City of Tukwila Allentown Policy #2000-01 Revision 1.

##### Water Supply

1. *American Water Works Association Standards, Accepted Procedure and Practice*, AWWA,
2. *Manual of Cross-Connection Control*, Foundation for Cross-Connection Control and Hydraulic Research,
3. *Backflow Prevention Assemblies Approved for Installation in Washington State*, Washington State Department of Health,
4. Standards and specifications of all districts providing service within the City,
5. Uniform Plumbing Code,
6. *Comprehensive Water System Plan*, City of Tukwila.

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#### Sanitary Sewer

1. *Criteria for Sewerage Works Design*, Washington State Department of Ecology,
2. *Comprehensive Sewer System Plan*, City of Tukwila,
3. Uniform Plumbing Code,
4. Standards and specifications of all sewer districts providing service within the City.

#### Submittals

Prior to beginning multifamily-residential, commercial, industrial development, or development requiring construction of public infrastructure within the City, the Applicant shall submit a permit application, plans, and specifications to the Public Works Permit Center for review and approval by the Public Works Department. Development design and construction shall meet all of the applicable standards and codes. **(Maximum 22" X 34", minimum 11" X 17")**

Depending on the project, the Director may require submittals in addition to those described in this section.

#### Errors and Omissions

At the Director's discretion, any significant error or omission in the approved plans or information used as a basis for approval will constitute grounds for withdrawal of any permit approvals and/or stoppage of any or all of the permitted work. The Permittee shall show cause why such work should continue and make such changes in plans as required by the Director.

#### Plans

The plans shall clearly indicate the location, nature, and extent of the proposed work and shall contain sufficient detail to show that all provisions of the standards and codes are met. A professional engineer, registered in Washington State, shall prepare the plans, and stamp, date, and sign each sheet.

At a minimum, the plans shall include all of the following that apply:

1. Plan Information
  - Title block.
  - Project name and address.
  - North arrow.
  - Scale -
    - ✓ For site work: 1"=40' horizontal and 1"= 4' vertical.
    - ✓ For public facility work: 1"=20' horizontal and 1" =2' vertical.
  - Proposed as solid lines and existing as dashed lines or in half tone.
  - Location - Street names, addresses, parcel numbers.
  - For Public Infrastructure
    - ✓ Vertical datum - NAVD 1988. For a Flood Control Zone permit, the Applicant shall supply conversion calculations from NAVD 1988 to NGVD 1929.
    - ✓ Horizontal datum – State Plane Coordinates.
2. Property lines - Site property lines shown in true location with respect to the plan's topographic information.

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3. Easements and rights-of-way – Existing and proposed boundaries, dimensions, and purposes. For existing easements, provide recording numbers.
4. No-work Zones – Dimensions of clearing limits, sensitive areas and their buffers.
5. Topography - Existing and proposed topography for 15 feet outside the property lines, at a contour interval sufficiently detailed to define the topography over the entire site. The standard contour interval is 2 feet. Projects within flood control zones and some storm drainage plans require 1-foot intervals. The Director may require contours up to 300 feet outside the property lines.
6. Cut and Fill Volumes – Total cut and total fill as separate volumes.
7. Stockpiles - Quantity of soil or earth material in cubic yards to be excavated, filled, stored, or otherwise utilized on-site. Location and graphic representation of proposed excavations and fills, or on-site storage of soil and other earth material, and any on-site disposal.
8. Drainage Features- Location and graphic representation of all existing and proposed natural and man-made drainage features including water courses, lakes, and wetlands within ¼ mile of the project boundaries.
9. Impervious Surface - Number of acres of entire parcel (to nearest 0.1 acre), total square footage of total impervious surface, and percent of site which will be impervious surfaces.
10. Structures – Footprints of buildings or structures on the property and the footprints of any buildings or structures on land adjacent to the site which are within 15 feet of property lines or which may be affected by the proposed grading operations. Provide finished floor elevation of proposed structures.
11. Existing and proposed, above ground and below ground infrastructure.
12. Include streets, storm drainage, water supply, and sanitary sewer.
  - Streets – Curb, gutter, sidewalk, accesses, lighting, junction boxes, detector loops, widths, cross-section, pavement section, radii, and grades.
  - Storm drainage, water supply and sanitary sewer - Location, percent slope, length, size, and type for all pipes. Elevations for catch basins, flow line elevations, manholes, side sewers, drop connections, pipe size changes, and clean outs.
  - Sequentially number structures, such as catch basins and manholes. Provide separate numbering for each system.

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- Identify any possible utility conflicts and provide pothole depths. Indicate drainage flow directions in parking lots, roadway intersections and cul-de-sacs. Provide maintenance access.
  - For water and sewer, provide a profile of water main and sanitary sewer main using the same stationing, on the same plan sheet as the roadway plan view. The profile shall include existing topography, proposed topography, and invert elevations shown at point sewer leaves structures, connects to the main, and at all bends and junctions.
  - For projects requiring a grease interceptor, provide sizing calculations and a plumbing plan showing all plumbing going to the grease interceptor.
13. Erosion prevention and sediment control plan.
  14. Standard Construction Notes. Include roof downspout control notes and geotechnical notes, when appropriate.

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