

# School Plan Review Application Process

The construction, conversion or remodel of a school facility (including adding or moving portables, changing sports fields, changing traffic routes, or moving or installing science labs) requires Health Department review and approval.

Use the enclosed School Plan Review Checklist to prepare a complete plan review application packet. Incomplete application packets will delay the approval process.

## Preliminary

- Contact local building, planning and zoning departments to determine any additional requirements.
- Call (253) 798-4430 to schedule a consultation with the Health Department when your project is at the 50% design development stage.
- Get your Washington State Business License. You can apply online at [www.bls.dor.wa.gov](http://www.bls.dor.wa.gov).
- If the facility is connected to a well or septic system, call (253) 798-6470 to obtain water and sewer adequacy approval from the Health Department.
- Conduct a noise study. Include the noise study report in your application packet.

## Submit a Complete Application Packet

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>In-person:</b><br/>Bring your application packet to 3629 S. D St. in Tacoma, Monday–Friday, 8 a.m.–4 p.m. Application fees are payable upon submittal. Pay with cash, check, money order, Visa or MasterCard. Application fees are non-refundable.</li></ul> | <p><b>Mail:</b><br/>Mail your application packet to Food &amp; Community Safety, ATTN: Plan Review, 3629 S. D St., MS 1060, Tacoma, WA 98418-6813. Enclose application fees. Pay with check or purchase order. Application fees are non-refundable.</p> |
|--|---|

## Application Review

- Health Department staff will review your submittal to ensure it complies with state and local codes.
- It is the Health Department’s goal to review and respond to complete applications within 30 business days.
- Notification of approval or a request for additional information will be sent by email to all contacts listed on the application.

## Pre-opening Inspection

- A pre-opening inspection is required before students may use any newly constructed or remodeled space.
- Call (253) 798-4430 to schedule a pre-opening inspection. Please call at least 5 days before the pre-opening inspection is needed.
- The application fee includes one pre-opening inspection. Additional pre-opening inspections will require a pre-opening inspection fee.
- If your facility is found operating without pre-opening approval, additional fees will apply.

## Questions?

If you have any questions, or would like additional information, call Community Safety at (253) 798-4430.

# School Plan Review Application Process



School Plan Review	Fee
<i>Facility only (kitchen/swimming pool separate), includes one pre-opening inspection</i>	
Site review (includes water adequacy review) .....	\$494
Small school—6 or fewer classrooms with no specialty teaching stations (like a shop or lab) .....	\$426
Elementary school .....	\$1,108
Middle or junior high school .....	\$1,607
High school .....	\$2,621
Remodel, Hourly Rate (2-hour minimum, non-refundable deposit required) <sup>1</sup> .....	\$360
Kitchen .....	See Food Fees
Swimming pool .....	See Water Recreation Facility Fees
Portable classroom (identical portables at a single location charged a single review fee) .....	\$411

School Inspection	Fee
Small school—6 or fewer classrooms with no specialty teaching stations (like a shop or lab) .....	\$295
Elementary school .....	\$425
Middle or Junior high school .....	\$700
High school .....	\$845

Late Fee	Fee
1-30 days late .....	25% of invoice
31-60 days late .....	50% of invoice
61 or more days late .....	Subject to closure

Opening Without a Permit/Approval	Fee
First notice .....	n/a
Second notice .....	\$827
Third notice .....	\$1,503

<sup>1</sup> Additional hours will be charged at an hourly rate of \$180.

# School Plan Review Checklist



**Facility Name** \_\_\_\_\_

Use this checklist to prepare a complete plan review application packet. Check off each item as you complete it. Provide items in the order listed.

Include a completed checklist when you submit your application packet. Keep a copy of the completed checklist and application for your records.

Application fees are payable when you submit your application packet. Application fees are non-refundable.

			Office Use Only
Item	Description	Intake	
<input type="checkbox"/> 1	<b>Water Verification</b> Provide proof that the facility is connected to an approved water system.		
<input type="checkbox"/> 2	<b>Sewer/Septic Verification</b> Provide proof that the facility is connected to an approved sewer or septic system. Large onsite sewage system (LOSS) systems must be approved by Washington State Department of Health. Smaller septic systems must be approved by Tacoma-Pierce County Health Department.		
<input type="checkbox"/> 3	<b>School Plan Review Application</b> Provide a complete School Plan Review Application. Include a copy of the facility's business license.		
<input type="checkbox"/> 4	<b>Noise Study</b> Provide a noise study conducted by an acoustical engineer. Noise studies should provide at least one full weekday of acoustical data with noise monitoring equipment placed in appropriate locations (monitoring locations should be justified in the report). Report data must report hourly Leq and Lmax readings reported in dBA.		
<input type="checkbox"/> 5	<b>Plans</b> Provide one full size set of all drawings (except structural) for the entire facility, including a site plan and vicinity map. Do not submit structural drawings; they will be discarded.		
<input type="checkbox"/> 6	<b>Specifications Manual</b> Provide a complete set of project specifications in electronic (.pdf) format.		
<input type="checkbox"/> 7	<b>Additional Applications (as necessary)</b> Schools with a pool or spa must provide a Water Recreation Facility Plan Review Application for each pool or spa. Schools with a school kitchen, student store, concession stand or coffee shop must provide a Food Plan Review Application for each food service. Schools with a playground must provide a Playground Review Application.		
<input type="checkbox"/> 8	<b>Safe Walking Routes Map</b> Provide a walking routes map for all elementary schools. Walking routes should be determined by following Washington State Department of Transportation requirements and guidance.		
<input type="checkbox"/> 9	<b>Application Fees</b> Provide a check or purchase order for plan review fees.		

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Information submitted is subject to Public Records Act, Chapter 42.56 RCW.

# Water Adequacy Verification Food & Community Safety



Facility Name \_\_\_\_\_

An important first step in the Application process is to have a safe and reliable water supply. Facilities must be connected to an approved public water system.

## If you are connected to a water system listed below...

**You must attach one of these with your Application:**

- Copy of your water bill showing the site address; or
  - Water availability letter from your water company, including site address and parcel number.
- 
- City of Bonney Lake Water (253) 862-8602
  - City of Buckley Water (360) 829-7885
  - City of DuPont Water (253) 912-5381
  - Firgrove Mutual Water Co. (253) 845-1542
  - Fruitland Mutual Water Co. (253) 848-5519
  - City of Gig Harbor Water (253) 851-8136
  - Graham Hill Mutual Water (253) 847-8617
  - JBLM Lewis (253) 966-1768
  - Lakewood Water District (253) 588-4423
  - City of Milton Water (253) 922-8738
  - Mt View-Edgewood Water Co. (253) 863-7348
  - Parkland Light & Water Co. (253) 531-5666
  - City of Puyallup Water (253) 841-5508
  - Spanaway Water Co. (253) 531-9024
  - Town of Steilacoom Water (253) 581-1912
  - Summit Water & Supply Co. (253) 537-7781
  - City of Sumner Utilities (253) 299-5740
  - Tacoma Water (253) 502-8247

## For all other water systems...

**Complete the Water Adequacy Application on the back of this page and submit it for review before you turn in your Application.**

Your Application will not be accepted until you get approval for use of your water system.

## Frequently Asked Questions

**How do I determine my water system?**

Ask your landlord for a copy of the water bill.

**What if I'm proposing a new building?**

Get a Water Availability Certificate from the water system serving your site. It must include your site address and parcel number. Some water systems may charge for this letter. Include the completed certificate in your application. A template is available at [www.tpchd.org/wateravailabilitycert](http://www.tpchd.org/wateravailabilitycert)

**Need help?**

Email [ehdrinkingwater@tpchd.org](mailto:ehdrinkingwater@tpchd.org) or call (253)798-6470 for more information.

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# Water Adequacy Application Food & Community Safety



Complete this form only if your facility is not connected to a water system listed on the back of this page.

Facility Name \_\_\_\_\_ Applicant Name \_\_\_\_\_  
Site Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Parcel # \_\_\_\_\_

Complete all items that apply to your facility.

### Describe existing water source:

Public Water System     Individual/Single Family Well     Other: \_\_\_\_\_

If public water: Water System Name \_\_\_\_\_

### Attach either (dated within the past 12 months):

- Copy of your water bill/letter from the company serving your facility, showing the site address; or
- Water Availability Certificate from your water company, including site address and parcel number (if you need a new connection).

**Proposed use:**     Food Establishment     Pool     School     Camp

Describe existing use of the facility ( N/A) \_\_\_\_\_

Describe proposed project in detail \_\_\_\_\_

Are public restrooms available?     Yes     No     N/A

Is seating available to the customer?     Yes     No     N/A    If yes, proposed max. number of seats \_\_\_\_\_

Proposed number of employees \_\_\_\_\_    Days of operation \_\_\_\_\_

Will water be used for beverages or food preparation?     Yes     No     N/A

List main menu items (or attach a copy of menu) \_\_\_\_\_

If school or camp, is there water to the building?     Yes     No    Drinking fountains?     Yes     No

### HEALTH DEPARTMENT USE ONLY

Name of Water System \_\_\_\_\_ State ID Number \_\_\_\_\_

Water bill/letter received?     Yes     No    Date \_\_\_\_\_    Initials \_\_\_\_\_

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# Sewer/Septic Verification



Facility Name \_\_\_\_\_

Before we accept your application, we must verify your sewer connection or septic system is approved for use.

**Provide documentation for Section A or B below.**

## Section A—My facility will have a sewer connection.

Attach either:

- Copy of a sewer bill showing the site address; or
- Copy of your paid application to connect to sewer.

## Section B—My facility will have a septic system.

Attach either:

- Copy of the On-Site Sewage Development Application **approval** for your proposal; or
- Copy of the Large On-Site Sewage System (LOSS) **approval** for your proposal.  
See [www.doh.wa.gov/CommunityandEnvironment/WastewaterManagement/LOSSProgram](http://www.doh.wa.gov/CommunityandEnvironment/WastewaterManagement/LOSSProgram) for LOSS information.

## Frequently Asked Questions

### What if the building I want to use already has a septic system?

To get approval to an existing system you need to do **all** of the following:

- Hire a licensed designer or engineer (see [www.tpchd.org/designers](http://www.tpchd.org/designers)) to complete our On-Site Sewage Development Application Packet.
- Have a satisfactory Operation and Maintenance (O&M) inspection within the last year.
- Have a current record drawing on file. If a current record drawing is not available, your septic professional must create one.

### What if I'm proposing a new building that needs a septic system?

When you use a septic system for a business, you must work with a licensed designer or engineer. They will design a system that meets your needs and is safe to use. The designer or engineer will complete our On-Site Sewage Development Application Packet and submit it for approval. See [www.tpchd.org/septic](http://www.tpchd.org/septic) for more information.

### Have questions about septic system requirements or want additional information?

Call (253) 798-6470 for a phone consultation or to schedule a consultation at the Health Department.

HEALTH DEPARTMENT USE ONLY		
<input type="checkbox"/> Existing On-Site Sewage System is adequate for proposal.		
_____ Signature	_____ Date	_____ Phone

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# School Plan Review Application



If a question does not apply, enter N/A

HEALTH DEPARTMENT USE ONLY

## Facility

Facility Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Estimated Date of Occupancy \_\_\_\_\_

Parcel Number \_\_\_\_\_

Building Department \_\_\_\_\_

## Primary Contact

Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## Owner

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

UBI Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Reviewed By:

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## Project Architect

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## General Contractor

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## School

Property Size \_\_\_\_\_  Square Feet  
 Acres

Previous Year's Enrollment \_\_\_\_\_

Next Year's Projected Enrollment \_\_\_\_\_

## School Type

Elementary

Middle School

High School

Small School

Six or fewer general use classrooms  
with no special use areas (e.g., labs,  
shops, art areas)

## Project Type

Remodel

New Construction

Portable, General Use

Portable, Special Use

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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