# Remodel Project Requirements
# Residential and Commercial

Tacoma-Pierce County Health Department
*Healthy People in Healthy Communities*

**The remodel review** assures that a proposed remodel project, whether a change in use of the property or an addition to a structure, will not harm your wastewater disposal system or drinking water source.

**Important Note:** Pierce County permitting process requires an approved septic application *before* a building application can be submitted for intake.

**When application review is complete**, we will email you a link with a statement of approval and the approved site plan. If we need more information, we will email you or your designer.

## Requirements

**Residential Office Review**:

1. On-Site Sewage Development Application.
2. Operational evaluation of your septic system(s) submitted online by your O&M firm.
3. Basic site plan – See *Site Plan Requirements.*

**Commercial Office Review:**

1. On-Site Sewage Development Application.
2. Commercial proposals must include justification from a licensed designer or engineer.
3. Operational evaluation of your septic system(s) submitted online by your O&M firm.
4. Site plan.

**Residential Field Review**

1. On-Site Sewage Development Application.
2. Operational evaluation of your septic system(s) submitted online by your O&M firm.
3. Basic site plan – See *Site Plan Requirements.*
4. Soil test hole to designate a reserve drainfield area.
5. Site plans for relocation of septic tanks or pump tanks certified by an installer, licensed designer or engineer.

**Commercial Field Review**

1. On-Site Sewage Development Application.
2. Commercial proposals must include justification from a licensed designer or engineer.
3. Operational evaluation of your septic system(s) submitted online by your O&M firm.
4. Site plan.
5. Soil test hole to designate a reserve drainfield area.

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**Site Plan Requirements**

1. Draw the site plan on only one side of the paper that is at least 8 ½ x 11 inches, but no larger than 11x17 inches.

2. The required scale is 1 inch = 20 feet or 1 inch = 30 feet. If the drawing won't fit on the required size paper, a greater scale shall be used to depict the entire site on one page and an additional page drawn at the required scale shall be used to depict the area of the development.

3. Make sure the drawing is clear and labeling and numbering is legible.

**Basic site plan must include the following:**

1. Property owner name and phone number on each page.

2. Contractor or applicant name and phone number (if different from the property owner) on each page.

3. Site address and parcel number on each page.

4. Number of each page and total number of pages.

5. Existing and proposed property and easement lines, including line dimensions.

6. A bar scale and a north arrow on each page with scaled drawings. Each page shall have the parcel drawn in the same orientation, except the page of greater scale may vary from this requirement.

7. The named access street (both streets if the lot is on a corner).

8. Existing and proposed structures, including labels for use of each. For each residence, the number of bedrooms existing and proposed.

9. All components of the on-site sewage disposal system: septic tank, pump tank, drainfield and reserve area.

10. Locate and label soil test holes if applicable to support the development proposal on the site plan. At a minimum, provide one test hole of 2 feet wide x 3 feet deep in available area on parcel.

11. The water line(s) and any well(s) on the property or within 100 feet of the property. For each well, show a 100-foot radius.

12. Surface water on or within 100 feet of the property.

13. Driveways, parking areas, patios and decks.

**See page 3 of this handout for a sample site plan.**

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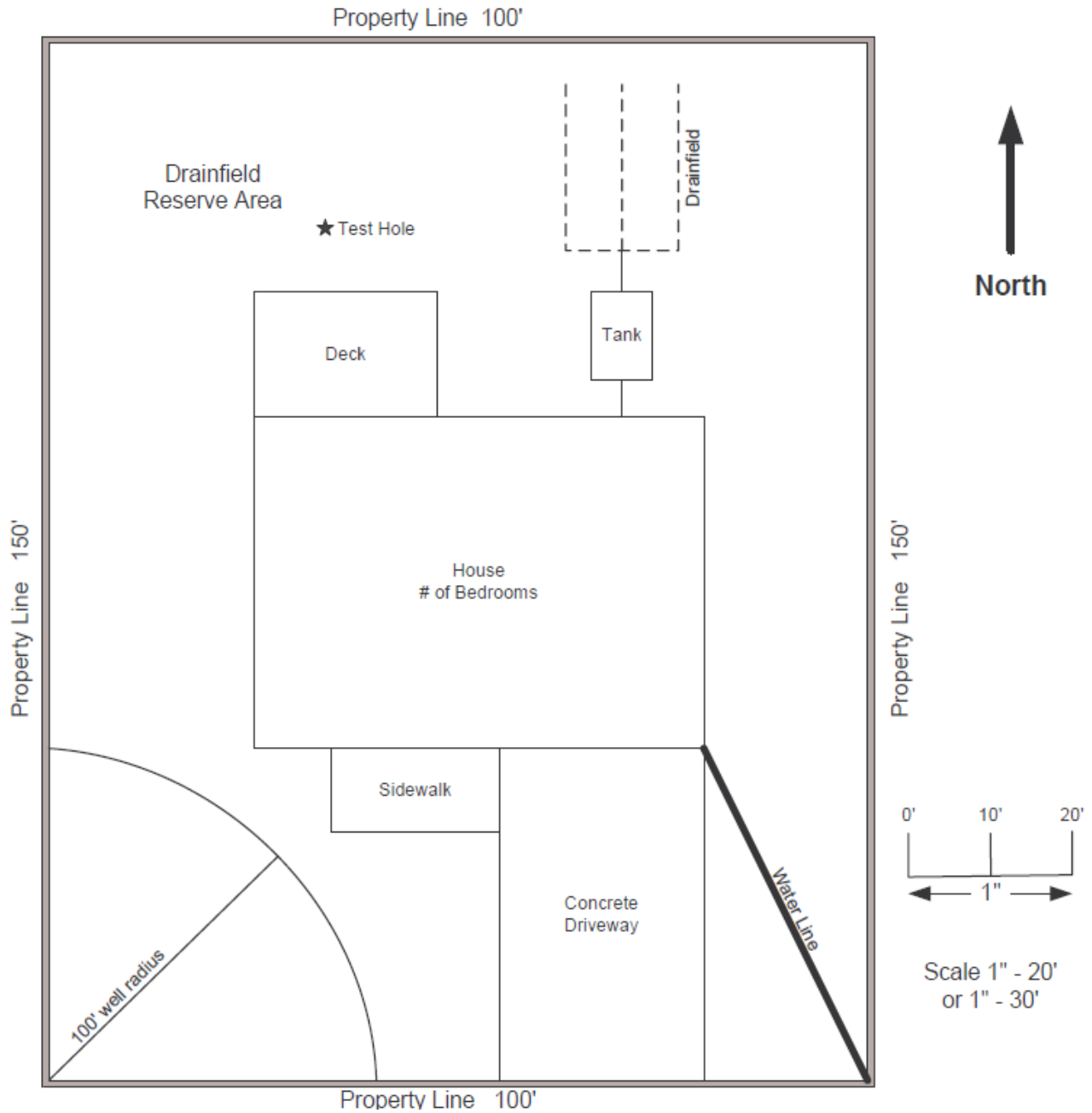
## Sample Site Plan




Property Address _____ Parcel Number _____

Owner Name _____ Phone Number _____

Mailing Address _____ City _____ State _____ Zip _____

Contractor Name (if applicable) _____ Phone Number _____