

School Plan Review Application Process



The construction, conversion or remodel of a school facility (including adding or moving portables, adding an addition, renovation of classrooms, or changing use of classrooms) requires Health Department review and approval.

Use the enclosed School Plan Review Checklist to 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) 649-1713 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.dor.wa.gov.
- ☐ If the facility is connected to a well or septic system, call (253) 649-1420 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

- You can submit your application online at [Accela Citizen Access](#), at the Health Department Monday through Friday, 8 a.m. to 4 p.m., or mail your application to Community Safety, 3629 S. D St., MS 1142 Tacoma, WA 98418.

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) 649-1713 to schedule a pre-opening inspection. Please call at least 5 days before the pre-opening inspection is needed.
- Each pre-opening inspection will require a pre-opening inspection fee.
- If your facility is found operating without pre-opening approval, additional fees will apply.

Questions?

Email communitysafety@tpchd.org or call (253) 649-1713 Monday through Friday, 8 a.m. to 4:30 p.m.

School Plan Review Application Process

School Plan Review	Fee
Site review (includes water adequacy review)	\$480
High school.....	\$5,280
Middle or Junior high school.....	\$1,560
Elementary school.....	\$1,140
Small school—6 or fewer classrooms with no specialty teaching stations (like a shop or lab).....	\$480
Portable classroom (identical portables at a single location charged a single review fee).....	\$300
Playground (2-hour minimum, non-refundable deposit required) ¹	\$480
Remodel, Hourly Rate (2-hour minimum, non-refundable deposit required) ¹	\$480
Kitchen	See Food Fees
Swimming pool.....	See Water Recreation Facility Fees

School Inspection	Fee
Elementary school.....	1,080
Middle or Junior high school.....	\$1,320
High school.....	\$1,560
Small school—6 or fewer classrooms with no specialty teaching stations (like a shop or lab).....	\$900

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

Opening Without Approval/Pre-opening Inspection	Fee
Opening without approval (playgrounds, remodels).....	Double hourly rate
Opening without approval (site, new school construction)	Opening without a Permit/Approval - 2nd Notice
Opening without approval (portable)	Double plan review fee
Opening without a pre-opening inspection	\$420

¹ Additional hours will be charged at an hourly rate of \$240.

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

School Plan Review Checklist

Facility Name _____

Use this checklist to complete the plan review application packet. Check off items as you complete them. Provide items in the order listed.

Include a completed checklist when you submit your application packet. Make a copy of your plan review packet for your records.

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

			Office Use Only
	Item	Description	Intake
1	Water Verification	Provide proof that the facility is connected to an approved water system.	
2	Sewer/Septic Verification	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.	
3	School Plan Review Application	Provide a complete School Plan Review Application.	
4	Noise Study	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.	
5	Plans	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.	
6	Specifications Manual	Provide a complete set of project specifications in electronic (.pdf) format.	
7	Additional Applications (as necessary)	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 Plan Review Application.	
8	Safe Walking Routes Map	Provide a walking routes map for all elementary schools. Walking routes should be determined by following Washington State Department of Transportation requirements and guidance.	
9	Fee	Provide a check or purchase order for plan review fee.	

Signature _____

Title _____

Date _____

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Water Adequacy Verification

Food & Community Safety



Facility Name _____

An important first step in the application process is to have an approved 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 | • Olympic Mall (253) 851-4060 |
| • Buckley Public Works (360) 829-1921 | • Parkland Light & Water Co. (253) 531-5666 |
| • City of DuPont Water (253) 912-5381 | • City of Puyallup Water (253) 841-5508 |
| • Fife Department of Public Works (253) 922-9315 | • Spanaway Water Co. (253) 531-9024 |
| • Firgrove Mutual Water Co. (253) 845-1542 | • Southwood Water System (877) 408-4060 |
| • Fruitland Mutual Water Co. (253) 851-8136 | • Town of Steilacoom Water (253) 581-1912 |
| • City of Gig Harbor Water (253) 851-8136 | • Summit Water & Supply Co. (253) 537-7781 |
| • Lakewood Water District (253) 588-4423 | • City of Sumner Utilities (253) 299-5546 |
| • City of Milton Water (253) 922-8738 | • Tacoma Water (253) 502-8600 |
| • Mt View-Edgewood Water Co. (253) 863-7348 | |

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

Need help?

Email ehdrinkingwater@tpchd.org or call (253) 649-1420 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 previous page.

Facility Name _____ Applicant Name _____
Site Address _____ City _____ State _____ Zip _____
Mailing Address _____ City _____ State _____ Zip _____
Phone _____ Email _____
Parcel Number _____

Complete all items that apply to your facility.

Describe existing water source:

☐ Public Water System ☐ 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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Public Sewer Verification

If your facility or commissary is connected to a **public sewer system**, submit one of the documents below with your plan review application. You must provide proof of an approved public sewer connection before we can accept your plan review application.

- ☐ A copy of a sewer bill showing the site address.
- ☐ A copy of a paid application to connect to public sewer.

Facility name _____

Applicant name _____

Facility address _____

Email _____

Parcel number _____

Phone _____

☐ New facility. ☐ Changes to existing approved facility.

Proposal description _____

If your facility or commissary is connected to **an onsite septic system**, skip this section and complete the Onsite Septic System Verification on the next page.

Onsite Septic System Verification

If your facility or commissary is connected to an **Onsite Septic System**, please review the directions below carefully.

Proposals that meet any of the conditions below will need to submit a Remodel Commercial Application.

- Building a new structure or expanding the footprint/square feet of the existing structure.
- Change in the use of the existing septic system from residential use to commercial business use.
- Proposing a NEW facility (plan review), commissary, school, etc., at a location not previously approved for these services.
- Increase in number of customer seats, employees, students, campers, or people being served, etc.
- Changes that increase the wastewater strength or flow (as determined by an onsite septic tech reviewer).

Steps to submitting a Remodel Commercial Application:

1. Hire a licensed septic system designer or professional engineer to discuss your proposed plan. They will work with you to submit a Remodel Commercial Application, fee and one of the two listed below:
 - a. A proposed site plan to build or expand any structures and a wastewater strength and flow analysis; or
 - b. A wastewater strength and flow analysis to determine if your proposal will stay within the capacity limitations of the existing septic system.
2. For existing septic systems, you must also have a current Operation and Maintenance (O&M) septic inspection that is less than 1 year old. Any septic deficiencies must be corrected for application approval.

For a list of septic system designers and engineers visit tpchd.org/designers. For a list of septic service companies, visit tpchd.org/septicservicecompanies.

After your septic designer submits the application with your site plan or analysis, you can check the status of your application at eco.tpchd.org/#/pa2/search

If none of the above applies to your proposal, or if unsure, please fill out the Onsite Septic System Verification form on the following page. A fee is required to process the verification.

Onsite Septic System Verification

If your facility or commissary is connected to an **onsite septic system**, complete this form. A plan review application cannot be accepted without review and approval of the onsite septic system. **Incomplete applications** will be placed on hold until we receive all the information below. Send this form and all attachments to EHsepticssystems@tpchd.org. A fee of \$240 is required to process this application.

VALIDATION

Proposed use (Check all that apply):

- ☐ New facility (permit/plan review).
☐ Changes to existing approved facility (permit/plan review).

Examples of changes: equipment, menu items, number of seats or people served, etc.

- ☐ New Commissary – Please provide a list of each facility (business name) using your site as a commissary.

Facility type:

- ☐ Food Establishment (check if ☐ Mobile Food Unit) ☐ Pool ☐ School ☐ Camp

Facility (business name) _____

Facility (Commissary) address _____ Parcel number _____

Applicant name _____ Phone _____

Applicant's email _____

Describe your proposal. Identify specific changes (equipment, menu, number of seats/people served, etc.). _____

Complete questions below.

For existing approved facilities, provide the proposed and previously approved items below.

Is seating available to customers? ☐ Yes ☐ No ☐ N/A If yes, proposed maximum number of seats. _____

Previous number of seats approved. _____ Are public restrooms available? ☐ Yes ☐ No ☐ N/A

How many employees will you have? _____ Previous number of employees approved. _____

Number of people served (students, campers, pools, etc.). _____ Previous number of people served. _____

Provide copies of: ☐ Menus ☐ Floor Plan ☐ Equipment used ☐ Days of operation ☐ List of all facilities (business names) using this commissary.

Our goal is to review your proposal within ten business days of receiving a **complete** application. After the initial review, you may be approved or required to submit an Onsite Sewage Remodel Commercial application for further evaluation.

ON Record _____

HEALTH DEPARTMENT USE ONLY

☐ Approved: Existing septic system is adequate for proposal. ☐ Remodel Commercial application required. ☐ Unapproved (Denied)

Comment _____

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 _____

Project Architect

Business Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

SR: _____

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

Name *(please print)*

Signature

Date