

School Site Review Process

This form, the School Site Review Application and School Site Review Checklist guide you through the review process.

When must I apply?

Apply for site review before you:

- ☐ Build a school in a new or existing building.
- ☐ Relocate a school to an existing building.
- ☐ Remodel or change an existing school.
- ☐ Reopen a school closed for more than 5 years.
- ☐ Add or relocate a portable.
- ☐ Move a school to a new building.

Not sure if you need site review? Contact us at communitysafety@tpchd.org or (253) 649-1713 for guidance.

What must I do before I apply?

- ☐ Contact your local building, planning, and zoning departments for additional requirements.
- ☐ Get your Washington State Business License. Apply online at dor.wa.gov.
- ☐ Complete a Water Adequacy Verification form.
- ☐ Complete a Sewer/Septic Verification form.
- ☐ Complete a noise study for your site.
- ☐ Identify any known or suspected hazards on or located nearby the site.
- ☐ Contact OSPI about D-5 requirements. Written health department site approval is required. Get approval as early as possible.

How to apply.

- 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 1060, Tacoma, WA 98418.

How long will the process take?

- Our goal is to email approval or ask additional questions within 30 business days of receiving your site review packet.

What happens after my site review is approved?

- We'll email an approval letter to you and the Building Department.
- Before you start construction, you must submit your plan review packet.

What else should I know?

- Site review fees are non-refundable.
- Site reviews are valid for 2 years. If a school plan review packet is not submitted by this time, a new site review will be required.
- Do not start construction without site or plan review approval. It will result in additional fees.

Questions?

- Email communitysafety@tpchd.org.
- Call (253) 649-1713.
- Schedule a consultation.

School Site Review 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 an hourly rate of \$240.

School Site Review Checklist

Facility Name _____

Use this checklist to complete the site review packet. Check off items as you complete them. Submit items in the order listed below. Make a copy of your site review packet for your records.

Submit site review fee and completed checklist with site review packet. Fees are non-refundable.

			Office Use Only
	Item	Description	Intake
☐ 1	Water Verification	Provide proof your site connects to an approved water system.	
☐ 2	Sewer/Septic Verification	Provide either one: • Proof your site connects to an approved sewer or septic system. • Septic approval. Contact us if your septic system will not be approved before you need site approval.	
☐ 3	School Site Review Application	Provide a complete School Site Review Application. Include a copy of your business license.	
☐ 4	Noise Study	Provide a noise study. Must be from the last year. Noise studies need at least 1 full weekday of data. Justify monitoring locations in your report. Show hourly Leq and Lmax readings in dBA.	
☐ 5	Known or Suspected Hazards	List any hazards found on or near the property like: • Contamination of soil or air. • Underground storage tanks. • Topographic hazards. • Nearby businesses that generate pollution.	
☐ 6	Fee	Provide a check or purchase order for site review fee.	

I understand I cannot begin construction or operation until I:

- Receive written approval from Tacoma-Pierce County Health Department.
- Get inspections and approvals from all applicable city, county and state agencies.
- Submit all applications for review. These include:
 - School plan review.
 - Food establishment review, if needed.
 - Water recreation facility review, if needed.

Signature _____

Title _____

Date _____

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

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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.
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- | | |
|--|---|
| • 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 Site Review Application

Enter N/A if a question does not apply.

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 _____

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—like labs, shops, or art areas.

Project Description

Project Type

☐ Remodel

☐ New Construction

☐ Portable, General Use

☐ Portable, Special Use

Name (please print)	Signature	Date
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