



# Responding to a Stop Work Bulletin # 17

Department of Planning and Land Services, June 2007  
Division of Building Safety and Inspection for 2006 I Codes

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## Responding to a Stop Work Notice or Notice of Violation

### Where to Start

If you have received a **Stop Work Notice** or a **Notice of Violation** this newsletter is provided to assist you in obtaining the required permits. In this edition you will find helpful phone numbers and sources of information that should assist you in obtaining a permit. Both notices contain required legal language that may seem harsh to you. Be assured, that our staff will try to be helpful to you as you go through the process.

### Step One: Gathering Information

Read the notice carefully to identify what you are being asked to do. Bring the notice, your parcel (tax) number and a site plan to the Pierce County Annex at 2401 S 35<sup>th</sup> St Tacoma. The purpose of this **first visit** is to collect information about your parcel. Some of the items that you need to find out about include; wetlands; flood zones; steep slopes; setbacks; allowed uses; erosion control requirements and to obtain a **submittal checklist** for your specific project. Plan on spending a couple of hours for this **first visit**. As an alternative, check the phone numbers on page 2, you may be able to get the information you need over the phone or internet.

### Step Two: Making an Application

Using the **submittal checklist** collect all the required plans, reports and other documentation noted. It is important to get all the information that was noted on the submittal checklist and the correct number of copies. If you are missing items you most likely will not be able to apply and will need to come back a third time. Plan on spending a couple of hours for this **second visit**.

### Step Three: Inspections

Once the permit has been issued site inspections will be made. Some projects may require permits from more than one agency. Each agency may have inspection requirements that you will need to coordinate.

## Contact Phone Numbers:

Zoning	253-798-3739
Wetland	253-798-3739
Grading and Filling	253-798-3739
Building Code	253-798-3741
Health	253-798-3740
Sewer Utilities	253-798-4050
Pierce County (Washington Only)	1-800-992-2456 plus extension # (last four numbers)

## Internet Sites:

Assessor Treasurer

<http://www.co.pierce.wa.us/abtus/ourorg/at/at.htm>

Parcel information and maps

PALS Building

<http://www.co.pierce.wa.us/services/home/property/pals/palsmain.htm>

## Buildings Built Without Permits:

Pierce County will accept an application for building permit based on current fees, including plan review fee, permit fee and whole house plumbing/mechanical. An investigation fee equal to the building permit fee is required on all permits where the work was started before the permit was issued.

An investigation fee will not be collected IF the current owner is not the person who built the structure without a permit. Some form of documentation must be provided to confirm purchase date. County Assessor's records may provide date the structure was first assessed.

Documents to be submitted include site plan and a report from a structural engineer on the structural integrity of the home. As-built structural plans may be required. During your first visit to the Annex check with the Building Inspection staff to confirm if plans are required.

We will review the structural report from the engineer and perform a final inspection. Unless components of the home have or are to be remodeled or changed, upgrades to current code is not required if the original component met code requirements at time of construction..

All other departments/divisions regulations are to be reviewed to current regulations including fire flow, wetlands, erosion control, etc. with the new application.

Impact fees, Wetland, Shoreline and erosion control issues may apply.

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# ADMINISTRATIVE APPEAL of a Notice of Violation or Stop Work Notice

This form is provided for the convenience of the property owner and/or tenant who has received a Notice of Violation or a Stop Work Notice. If you feel there has been an error and a Notice of Violation or a Stop Work Notice should not have been posted please use this form to request reconsideration. **Requests will be reviewed each Tuesday.** A decision letter will be mailed no later than the Friday following the review. Please attach any and all documentation you can to help our review.

On (date) \_\_\_\_\_ I received a Notice of Violation  Stop Work Notice

at (address) \_\_\_\_\_ for:

- Building without a permit
- Using a building for a business without a Certificate of Occupancy
- Other:** \_\_\_\_\_

**I feel this notice was in error because:**

- I did not build it, I bought it that way. (Documentation attached)  
A permit may still be required. However, the investigation fee can be waived.
- There was no new construction just new paint etc.
- There is no business
- The business has been established for many years. (Documentation attached)
- Other \_\_\_\_\_

**I have enclosed documentation that supports my appeal. (Examples)**

- Purchase contract with Assessor's information showing building was already there when purchased.
- Assessor's information showing building and/or original permit
- Other \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_  **Owner**  **Tenant**

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_



# BUILDING PERMIT APPLICATION CHECKLIST

THE FOLLOWING ITEMS ARE REQUIRED TO BEGIN THE APPLICATION PROCESS. THESE ITEMS MUST BE IN YOUR POSSESSION WHEN YOU ARE CALLED TO THE COUNTER TO BEGIN THE APPLICATION PROCESS. ADDITIONAL ITEMS MAY BE IDENTIFIED AND REQUIRED TO CREATE A COMPLETE APPLICATION.

**SITE PLAN:** Site plan must be drawn to scale (not less than 1"=100'), show all property corners, existing and proposed structures, adjacent roads, all storage tank locations, all easements, well locations and north arrow. Site plans shall be at least 8 ½ " x 11". **Emergency Vehicle Access** must be clearly identified on site plan. Turning radius outside – 45', inside – 20', aisle width 24', access required within 150' of all portions of the structure. Show 2' contours extending 25' beyond property lines.

**CONSTRUCTION DRAWINGS:** Plans must be drawn to scale, preferred scale is ¼" = 1'. Dimensions must be noted on the plans. A complete set of drawings shall include: Foundation Plan, Framing plans, Floor plans, Cross sections, Elevations.

**STRUCTURAL ENGINEERING CALCULATIONS:** Will be required if the structure does not meet conventional construction standards.

**ENERGY INFORMATION:** Washington State Energy Code (WSEC), energy envelope calculations.

**FIRE FLOW/WATER AVAILABILITY:** Certificate signed by the water purveyor for fire flow and potable water availability.

**SEPTIC APPROVAL OR SEWER PERMIT:** Septic application must be submitted to the Tacoma Pierce County Health Dept. Approval is required prior to permit issuance for all single family developments on septic. Sewer permits can be obtained at the Development Center for projects served by sewer.

## NOTE:

**CARLS:** Critical Area and Resource Land Checklist, is available at the Development Center. If you have already received a CARLS checklist you should have all reports, studies or additional information that was requested. **THE FOLLOWING ITEMS MAY BE REQUIRED IF A CRITICAL AREA IS IDENTIFIED ON THE PARCEL.**

Flood Study, Geotechnical Study, Mine Assessment, Title Notification and Wetland Application.