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CITY ADMINISTRATOR  
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ATTORNEY  
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DEVELOPMENT SERVICES  
BUILDING PERMITS  
ZONING & ENGINEERING  
360/754-4180

BUILDING INSPECTION  
REQUEST LINE  
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FINANCE DEPARTMENT  
CITY CLERK  
INFORMATION TECHNOLOGY  
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MUNICIPAL COURT  
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FIRE DEPARTMENT  
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GENERAL SERVICES  
PERSONNEL  
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PARKS & RECREATION  
360/754-4160  
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MUNICIPAL GOLF COURSE  
4611 TUMWATER VALLEY DR SE  
TUMWATER, WA 98501  
360/943-9500  
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OLD TOWN CENTER  
215 N. 2ND STREET SW  
TUMWATER, WA 98512  
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PLANNING & FACILITIES  
LONG RANGE PLANNING  
BUILDINGS & GROUNDS  
HISTORIC PROGRAMS  
360/754-4210  
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POLICE DEPARTMENT  
360/754-4200  
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PUBLIC WORKS  
ENGINEERING  
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OPERATIONS &  
MAINTENANCE  
360/754-4150

January 22, 2009

**TO: Tumwater Permit Applicants**

**SUBJECT: Upcoming Permit and Land Use Enhancements**

In 2006, the Tumwater City Council authorized a study of Tumwater's permit processes by the Latimore Company. Findings of the resulting Latimore study contained 26 process recommendations to enhance and streamline plan reviews and permit processing.

Development Services has been implementing many of these changes during the last two years. Among those changes was a recommendation to develop and implement new project intake checklists.

**Effective on February 2, 2009, applications for the following must be accompanied by a completed application checklist:**

- Appeals
- Boundary Line Adjustments
- Building Permits: Multi-Family
- Building Permits: Manufactured Homes
- Building Permits: Remodels & Additions
- Demolition Permits
- Fire Alarm & Fire Sprinkler Permits
- Grading Permits
- Landscape Plan Reviews
- Parking Modifications
- Plats and Short Plats
- SEPA checklists
- Site Plan Reviews
- Wireless Facilities
- Zoning Variances
- Binding Site Plans
- Building Permits: Commercial
- Building Permits: Residential
- Building Permits: Detached Garages
- Conditional Use Permits
- Design Reviews
- Generator Permits
- Land Clearing Permits
- Lot Consolidations
- Planned Unit Developments
- Reasonable Use Exceptions
- Shoreline Permits
- Transportation Concurrency
- Zoning Certifications

**Application submittals and the accompanying checklist will be checked by a permit technician for completeness at the time of submittal. An application found to be INCOMPLETE will not be accepted for processing and will be returned to the applicant.**

These checklists have been designed to specify (as much as possible) what application materials are necessary to assure that a project application can be reviewed efficiently and effectively within reasonable turnaround times. The checklists help applicants prepare and organize application materials for submittal, and provide a basis for technician screening at the counter. This front-end readiness test allows review to proceed without waiting for applicants to provide additional information.

Adobe Acrobat (PDF) copies of application checklists are available on the Tumwater web site at: <http://www.ci.tumwater.wa.us/Devsvcsdevelsubmittalchecklists.html>.

If you have any questions or require further information on this matter, please contact a permit technician by telephone at (360) 754-4180; by FAX at (360) 754-4126; or e-mail at [devsvcs@ci.tumwater.wa.us](mailto:devsvcs@ci.tumwater.wa.us).

Sincerely,

A handwritten signature in blue ink, appearing to read "Roger E. Gellenbeck". The signature is stylized with a large initial "R" and several loops.

**Roger E. Gellenbeck, AICP, CBO**  
Development Services Director