



## Electrical Plan Review Application Instructions

**Item 1 Project Name:** Name of the facility that the plans are for.  
Example: Tacoma General Hospital

**Item 2 Project Address:** Address of facility that the plans are for.  
Example: 315 South K Street, Tacoma

**Item 3 Applicants Name:** Name of firm or person that is providing the plans.  
Example: Joes Electrical Engineering

**Item 4 Applicants Mailing Address:** Address of firm or person that is providing the plans.  
Example: PO Box 1568 Seattle, WA 98506

**Item 5 Projects Owner:** Name of owner of facility.  
Example: Tacoma General Hospital Inc.

**Item 6 Applicants Shipping Address:** Street address for shipping of plans.  
Example: 300 South Stuart Street Seattle, WA 98506

**Item 7 Electrical Design Contact Person:** Person that electrical design questions should be directed to.  
Example: Joe Smith PE

**Item 8 Design Contact Person Phone, Fax, and E-Mail:**  
Examples: Phone (206) 758-9965, Fax (206) 758-9967, E-mail Joesmith@aol.com

**Item 9 Is this project a school that is funded though the Office of Superintendent of Public Instruction? Yes or No** Is project a public K-12 school that is going to have State OSPI matching funds.

**Item 10 If item 9 is Yes what is the OSPI Bid Date:** What date does OSPI need our approval letter for funding purposes.

**Item 11 What is the scope of the electrical work under this project:** Give a brief description of scope of electrical work that is covered under the design on the plans.

**Item 12 Have you contacted New Services Engineering?** Please contact the area engineer regarding the load impact of this project.

**Item 13 Are the following included with your plans?** These are the items that are normally needed for us to complete a plan review:

**Riser/One Line Diagram:** Provide either a riser or one line diagram of the distribution system that the loads are being added to. This diagram needs to go from the new work back to the service point (See NEC 100). These drawings need to have conductor sizes, overcurrent device sizes, and equipment sizes. For projects that have service or feeder equipment over 1000 amps provide a 2<sup>nd</sup> copy for our review use and records.

**Lighting Plans:** Provide both site and floor lighting plans. These need to have fixture types identified and a means to identify branch circuit each light is fed from. The preferred method is connecting lines and home runs.

**Power Plans:** Provide power plans for each floor of work. These need to include circuit numbers for each device. The preferred method is connecting lines and home runs. These plans should also need to identify the mechanical, kitchen and shop equipment that are referenced in the schedules.

**Lighting Fixture Schedule:** Provide a lighting fixture or luminaires schedule. This must include each fixture type used and the input VA value.

**Fault Current Calculations:** Provide calculations for fault current from the service point through the distribution system to a point where it is below 10,000 AIC. Incorporate the calculated fault current values onto the oneline diagrams at the end of each set of service or feeder conductors. Indicate the AIC ratings of the equipment shown on the oneline diagram.

**Equipment Schedules:** Provide schedules for all mechanical, kitchen, and other electrical equipment. These schedules need to include the voltage and electrical load information that is needed for calculations.

**Panel Schedules:** Provide panel schedules for all panels the have load changes pertaining to the project. For remodels with load reductions, before and after panel schedules are preferred. These need to have each circuit's load and overcurrent protection shown. ***For projects that have more than 5 panel schedules please provide a second set on 8 1/2 x 11 sheets for use during our review process.***

**Load Calculations Back to Service:** Provide NEC 220 load calculations, and the NEC article number used, from the new added loads back to the service point. For small amounts of added load consult with plan review department.

**Specifications:** These only need to be supplied if they include any of the above information (panel schedules, fixture schedules, calculations, etc.) When they are supplied, please only include electrical sections.

**Switchboard Cut Sheets:** Provide manufacturer cut sheets for switchboards that will include Tacoma Power metering equipment. This is not needed for owner metering equipment.

**Drawings Stamped and Signed for Schools or Healthcare Facilities:** Plans for schools (pre school through college) and healthcare facilities need to have a Washington State licensed electrical engineer stamp and signature on each sheet.

**Washington State Nonresidential Energy Code Compliance Forms (as adopted and amended by the City of Tacoma):** This information should be submitted to the City of Tacoma's Building & Land Use Permits Department.

**Other Notes:**

Please provide 24"X36" sized plans.

Only one set of plans is needed with exceptions to the Riser/One Line Diagram and Panel Schedules.

Only electrical plans and sheets with Equipment Schedules should be included.

Plans and schedules drawn in pencil will not be accepted by our department.

Please provide plans a minimum of 60 working days before OSPI bid dates and construction start dates.

Approved plans will be shipped back to the applicant, at their request, at time of completion or they can be picked up when a permit for the project is purchased.

Approved drawings are required to be on the job site for use by the electrical inspector.