



Electrical Plan Review Application Instructions

This document is a guide for those that need to submit documents that require electrical plan review. The items listed below are information that is required to be included on the plan review application. An electrical plan review application is to be completed and submitted online through [Accela](#). The documents required for the review may be attached when completing the application. Please see [Electrical Inspection Plan Review Submittal Instructions](#) for documents to be attached to the application.

Project Name:

Name of the facility that the plans are for. Example: Tacoma General Hospital

Project Address:

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

Project Owner:

Name of owner of facility. Example: Tacoma General Hospital Inc.

Electrical Design Contact Person:

Person that electrical design questions should be directed to. Example: Joe Smith PE

Design Contact Person Phone, and E-Mail:

Examples: Phone (206) 758-9965, E-mail Joessmith@aol.com

Is this project a school that is funded through 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.

If Yes; what is the OSPI Bid Date: What date does OSPI need our approval letter for funding purposes.

Have you contacted New Services Engineering?

Please contact the area engineer regarding the load impact of this project.

Applicant Name:

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

Applicant Mailing Address:

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

Applicant Shipping Address:

Street address for shipping of plans. Example: 300 South Stuart Street Seattle, WA 98506

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.

Items Required to be Submitted for Review

Riser/One-Line Diagram:

Please provide either a riser or one-line diagram of the distribution system. This diagram must be complete from new work back to the customer's point of service. The diagram must show sizes of conduit, conductors, overcurrent devices and equipment.

Plan Review Worksheets:

Where there are 5 or more feeders on the riser/one-line diagram please provide plan review worksheets filled in with the appropriate information from your riser/one-line diagram, panel schedules, and load calculations. Feeders to individual dwelling units do not need to be included on the worksheet.

Panel Schedules:

Please provide panel schedules matching panels called out in the riser/one-line diagram. Please provide panel schedules for tenant improvement related work. Circuit additions must discriminate between existing

and new load. Each panel schedule must include voltage, ampacity, AIC, description of load based on article 220 NEC, load in VA, overcurrent protection, load summary, calculated load and demand load.

Note: Please provide panel schedules on separate pages if more than five panels are involved.

Fault Current Calculations:

Please provide fault current calculations starting at the service point through the distribution system to each point it is below 10,000 amps. Please incorporate the fault values from your calculation onto the riser/one-line diagram at the end of each service or feeder conductor. Please indicate the AIC ratings of the equipment shown on the riser/one-line diagram.

Load Calculations Back to Service:

Please provide a load calculation based on NEC 220 or other appropriate articles. Please include which section and article the calculation was taken from in the NEC. A calculation for a tenant improvement should include all new loads, plus existing loads where applicable, calculated back to the customer's point of service. Non-continuous load added that contributes less than a five percent load increase may not require review.

Switchboard Cut Sheets (Services over 800 amps):

Provide manufacturer cut sheets for switchboards that will include Tacoma Power metering equipment. This is not needed for customer owned metering equipment.

For schools, hospitals, institutions, and other projects as specified in Tacoma Municipal Code 12.06A.240.B please also include the following:

Lighting Plans:

Please provide both site and floor lighting plans. Luminaire type must be identified. Panel and circuit must also be identified. The preferred method is using connecting lines and an arrow indicating panel & circuit home run.

Power Plans:

Please provide a power floor plan for each level. Symbols used to identify equipment must correspond to their respective mechanical, kitchen or equipment schedule. Please include panel & circuit at arrows showing home runs and connecting lines between power outlets (receptacles) or equipment sharing the same circuit.

Lighting Fixture Schedule:

Please provide a luminaire schedule. The luminaire schedule must include a description, type, symbol, input voltage and VA value.

Equipment Schedules:

Please provide equipment schedules for all mechanical, kitchen and other electrical equipment. These schedules must include voltage and load information necessary for load calculations.

Equipment 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.

Drawings Stamped and Signed for Schools or Healthcare Facilities:

Plans for schools (preschool 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

- Only electrical plans and sheets with equipment schedules should be included.
- Please provide plans a minimum of 60 working days before OSPI bid dates and construction start dates.
- Approved plans will be available when a permit for the project is purchased.
- Approved drawings are required to be on the job site for use by the electrical inspector upon the first scheduled inspection.