How to submit plans

Once an Accela account has been set up, select the Electrical tab.
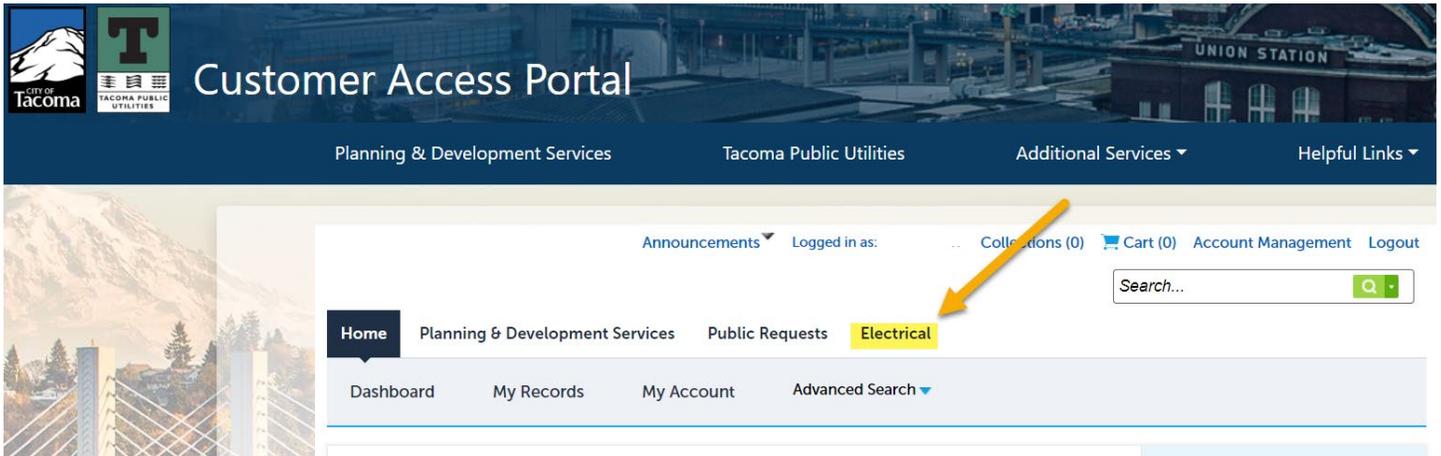
Acknowledge the General Disclaimer, then select Continue Application.
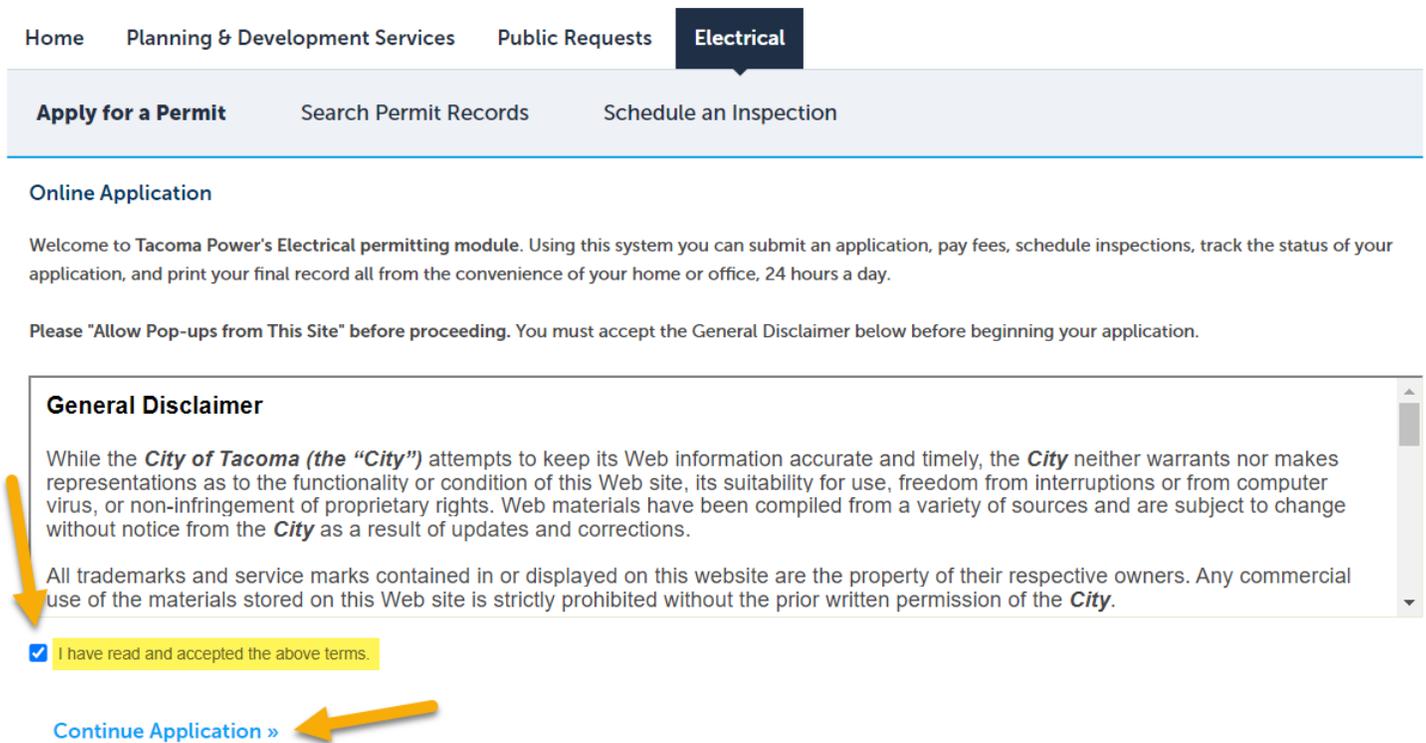
Drop down the Electrical Permits & Applications menu, select Electrical Plan Review Application, then select Continue Application.

Apply for a Permit   Search Permit Records   Schedule an Inspection

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[   ] ▽   **Search**

▼ Electrical Permits & Applications
○ Electrical Commercial Permit
○ Electrical New Service Application
⦿ Electrical Plan Review Application
○ Electrical Residential Permit
○ Electrical Service Off Over A Year
○ Electrical Service Removal for Demolition
○ Electrical Temporary Power Permit   ⑦
○ Electrical Variance Application   ⑦

Continue Application »

Enter the Street No. and Street Name, then select Search. A successful entry will automatically populate the Parcel Number and parcel Owner information. Click Continue Application.

* Street No.:   * Street Name: Unit No.:
3628   35TH   [   ]

City: Zip:
Tacoma   98409

Search   **Clear**

Parcel

_____

* Parcel Number:
3190000010

Search   **Clear**

Owner

_____

Owner Name: ⑦
CITY OF TACOMA - TPU

Address Line 1:
3628 S 35TH ST ABS-2

Complete the Applicant fields and Electrical Designer or Electrical Engineer if applicable. Then click Continue Application.

Applicant

Applicant contact information auto-populated from account!
Please note: If the contact information displayed is inaccurate, please contact our staff by emailing us at powerei@cityoftacoma.org or call us at 253-502-8277 to update. Alternativel
you may edit the contact information in your account, but will need to start a fresh application after doing so. To update your contact information, go to Account Management, unde
Contact Information select "Actions" followed by "View".
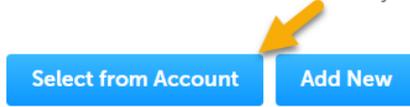
[Select from Account] [Add New]

Electrical Designer

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account] [Add New]

Electrical Engineer

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.
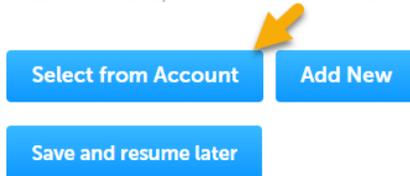
[Select from Account] [Add New]

[Save and resume later]

Continue Application »

Complete the Project Description and Details fields, then select Continue Application.

Step 2: Details and Attachments > Application Information

* indicates a required field.

Project Description

Project Name

*Project Description

Details

APPLICATION INFORMATION

Is this project a
school that is   ○ Yes ○ No
funded through the
Office of
Superintendent of
Public Information:

Have you contacted
New Services   ○ Yes ○ No
Engineering about
this project?:

Select Add to upload the documents required for the review.

Attachment

Attach drawings and other documents that are required for review here. This page is also where your permit documents will be located when your permit is issued. To reach this page again, login and go to My Records, select your Record number, select Record Info, then select Attachments.

Note: Once all attachments have been uploaded, click Save. You should see a green banner at the top of your screen when your documents have uploaded successfully.

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue Application »

Select Add to open the File Explorer and select documents to upload.

File Upload   ✕

The maximum file size allowed is **100 MB.**
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys,
are disallowed file types to upload.

Continue   **Add**   **Remove All**   Cancel

Click Continue after the files have been uploaded.

Select the document type for each file, then Save. Click Continue Application.

Review the entries, select Edit to make changes. Continue Application.

Step 3: Review

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Electrical Plan Review Application

Address   **Edit**

3628 35TH
Tacoma 98409

Parcel   **Edit**

Parcel Number: 3190000010

Owner   **Edit**

CITY OF TACOMA - TPU
3628 S 35TH ST ABS-2
TACOMA WA 98409 311

Applicant   **Edit**

The application submittal process is now complete. The record number is then provided.

Step 3: Receipt/Record issuance

Confirmation

✓ **New Applications:** Thank you for submitting an application. We have received your application and it is pending review for completeness. If you would like to review the estimated Level of Service for applications managed by Planning and Development Services Department, please follow this **link**. For applications managed by Tacoma Power Electrical Services, you can view their timelines by following this **link**.

ePermits: If you applied and paid for an ePermit, your application has been automatically **approved and issued**. Please adhere to the restrictions identified in the ePermit application.

New Payments: If you were redirected here after making an online payment, we have received confirmation of your payment from our payment vendor. You can find your receipts and permit application information using the link(s) in the section below.

3628 35TH, Tacoma 98409

ELEPR24-00006