

# PRE-APPLICATION MEETING CHECKLIST

City of Tukwila - Permit Center  
6300 Southcenter Blvd, Suite 100,  
Tukwila, WA 98188  
[www.tukwilawa.gov/departments/permit-center/](http://www.tukwilawa.gov/departments/permit-center/)



## ABOUT PRE-APPLICATION MEETINGS

Pre-application meetings are highly recommended prior to submitting for many permit applications in the City of Tukwila. These meetings can help clarify requirements, identify potential issues early, and streamline the overall application process. In meeting with the City's development review staff, applicants receive information that can save them time and resources, increasing the likelihood that a permit application will meet the necessary criteria for approval.

The pre-application process provides the applicant with an opportunity for the City's development review team to review the nature of the proposed development, any application and permitting requirements, fees, and applicable policies and regulations. It is not an exhaustive review of all potential issues and shall not bind or prohibit the City's future application or enforcement of all applicable laws.

Pre-application reviews are based on the information available at the time of the meeting. If additional information becomes available during review of an application, additional conditions or studies may be required. The quality and accuracy of the feedback provided through the pre-application process is dependent upon the quality and accuracy of information submitted to the City prior to the scheduled meeting date.

## PRE-APPLICATION STANDARD PROJECTS

While voluntary, pre-application meetings are considered part of the standard application process for the following types of permits:

### Construction Permits:

- New Multi-Family and Commercial Building Permits
- Commercial change of use

*Note: Pre-app meetings may be less critical for projects focused solely on tenant improvements (TI's) or alterations that don't change the existing building footprint or use.*

### Land Use Projects (see TMC 18.104 and page 4 of this document for more information):

- Certain Type 2 Land Use permits
- All type 3, 4, and 5 Land Use permits

## PROCEDURE

The Development Review Committee (DRC) meets every Tuesday afternoon. Two time slots are available for pre-application meetings on a first-come first-serve basis, 1:30 p.m. and 2:30 p.m. for applications submitted by the required deadline.

Staff representing Building, Fire, Planning and Public Works will be present on behalf of the City at the meeting. The Parks and Recreation Department and Police Department may provide written comments pertaining to your pre-application submittal, if necessary.

Within two weeks following the meeting, a summary of all comments prepared in checklist format will be uploaded and attached to your file. Other documents may be included with comments, including but not limited to submittal requirements, selected ordinances, and general information as it pertains to your project.

### Resources:

- [City Maps](#)
- [Land Use Permit Portal](#)

# PRE-APPLICATION MEETINGS

## HOW TO APPLY

Your pre-application submittal must be completed online, and submittal documents uploaded eleven (11) days prior to the meeting, by Friday at 4:00 p.m.

The application fee must be paid prior to the meeting being scheduled. Pre-application materials are submitted through [Land Use Permits Portal](#). Paper submittals will not be accepted.

When applying for a pre-application meeting in the City of Tukwila’s Land Use Permits Portal, applicants will need to select the “PRE APP MEETING” option for both the Application Type and Subtype.

Pre-application meetings are performed virtually; a Microsoft Teams meeting invite will be sent to the applicant once the meeting is scheduled. Your design team is encouraged to participate (i.e., architects, engineers, project coordinators, etc.), but it is the applicant’s responsibility to forward the electronic link to these participants.

## SUBMITTAL CHECKLIST

Your pre-application plan submittal checklist is a guide. However, the more information submitted, the more thorough City staff’s assessment can be. All plans and documents must be formatted in accordance with the City of Tukwila’s [Electronic File Standards](#). Please attach a flattened PDF set of plans and associated documentation containing the following items along with the completed application:

| Project Narrative (required) |  |
|------------------------------|--|
|                              | A detailed project description   |
|                              | A complete list of questions for City staff reviewers  |
|                              | Index to drawings (list all drawings and sheet number)   |
|                              | Site address and parcel number   |
|                              | Vicinity map with north arrow  |
|                              | Building area (square footage of all floors and area of work)  |
| Site Plans (if applicable)   |  |
|                              | <b>General Information:</b> Scale, north arrow, date, property dimensions for existing and proposed lots   |
|                              | <b>Structures &amp; Site Features:</b> Show the location, size, and use of all structures (existing and proposed), including setbacks, impervious surfaces, and recreation spaces (if multifamily)                       |
|                              | <b>Access &amp; Utilities:</b> Identify rights-of-way, easements, driveways, parking, fire hydrants, utility lines (including poles), and drainage improvements on-site and adjacent properties                          |
|                              | <b>Critical Areas &amp; Landscaping:</b> Map critical areas (slopes $\geq 15\%$ , wetlands, watercourses, buffers within 100 feet), significant trees, critical areas, and any tree removal/replacement per TMC Title 18 |

# PRE-APPLICATION MEETINGS

| Floor Plans (for Tenant Improvement, Remodel/Alteration, Change of Use, Additions or New Building, if applicable) |   |
|---|---|
|   | <b>Plan Format &amp; Scale:</b> Provide a dimensioned electronic floor plan in Vector File format (preferred), drawn to a minimum scale of 1" = 20' (or comparable)   |
|   | <b>Tenant Space &amp; Building Overview:</b> Show the tenant space's location within the building, floor level, total floor area, adjacent tenant spaces' use (above, below, next door), and any existing firewalls   |
|   | <b>Room Layout &amp; Details:</b> Include arrangement of existing and proposed walls, hallways, restrooms, ramps, decks, porches, and covered areas. Provide dimensions and square footage for each room, specifying existing and proposed uses (e.g., meeting room, office, kitchen) |
|   | <b>Doors &amp; Safety Features:</b> Indicate all existing and proposed doorways, their swing direction, and locking devices (e.g., panic hardware, thumb latch). Note if the building has fire sprinklers or alarms   |

## STANDARD LAND USE PROJECT PRE-APPLICATION PERMIT TYPES

|   |
|---|
| <b>Type 2</b>   |
| Administrative Design Review (TMC Section 18.60.030)  |
| Administrative Planned Residential Development (TMC Section 18.46.110)                                |
| Binding Site Improvement Plan (TMC Chapter 17.16)   |
| Cargo Container Placement (TMC Section 18.50.060)   |
| Modification to Development Standards (TMC Section 18.41.100)   |
| Critical Areas (except Reasonable Use Exception) (TMC Chapter 18.45)                                  |
| Shoreline Substantial Development Permit (TMC Chapter 18.44)  |
| Short Plat (TMC Chapter 17.12)  |
| <b>Type 3</b>   |
| Resolve uncertain zone district boundary  |
| Variance (zoning, shoreline, sidewalk, land alteration, sign)   |
| TSO Special Permission Use (TMC Section 18.41.060)  |
| Conditional Use Permit  |
| Modifications to Certain Parking Standards (TMC Chapter 18.56)  |
| Reasonable Use Exceptions under Critical Areas Ordinance (TMC Section 18.45.180)                      |
| Variance from Parking Standards over 10% (TMC Section 18.56.140)                                      |
| Subdivision – Preliminary Plat with no associated Design Review application (TMC Section 17.14.020)   |
| Subdivision Phasing Plan (TMC Section 17.14.040)  |
| Wireless Communication Facility, Major or Waiver Request (TMC Chapter 18.58)                          |
| Shoreline Conditional Use Permit  |
| <b>Type 4</b>   |
| Public Hearing Design Review (TMC Chapter 18.60)  |
| Subdivision – Preliminary Plat with an associated Design Review application (TMC Section 17.14.020)   |
| Subdivision Phasing Plan (for a subdivision with an associated Design Review) (TMC Section 17.14.040) |
| <b>Type 5</b>   |
| Planned Residential Development (PRD), including Major Modifications (TMC Chapter 18.46)              |
| Site specific rezone along with an accompanying Comprehensive Plan map change (TMC Chapter 18.84)     |
| Critical Area Master Plan Overlay (TMC Section 18.45.160)   |
| Shoreline Environment Re-designation (Shoreline Master Program)                                       |
| Unclassified Use (TMC Chapter 18.66)  |