



# **CITY OF LAKEWOOD**

## **BUILDING DEPARTMENT**

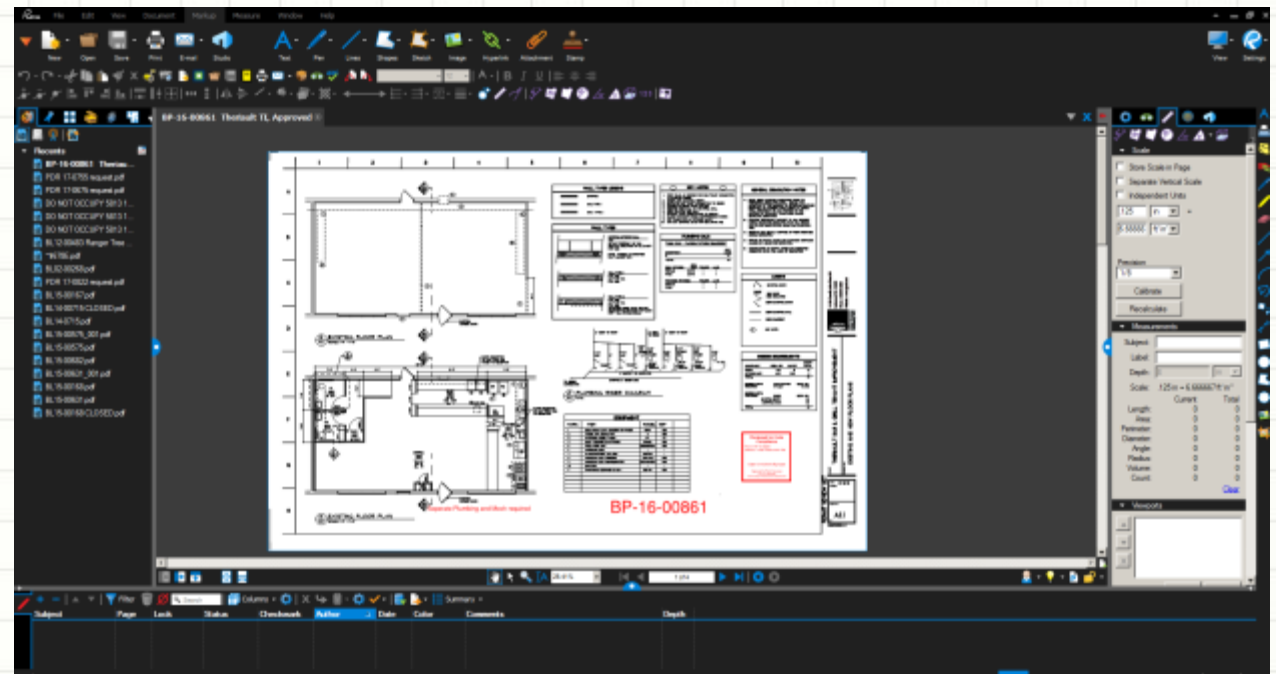
Nancy Craig, Building Official

June 15, 2017



# Welcome

Permit Intake  
Permit Review  
Permit Issuance  
Inspections





## JANUARY 1 - JUNE 1

	2015	2016	2017
# of permits	842	826	1032
Valuation	\$26,179,697	\$33,014,253	\$60,655,032



On-line permitting available through the website:

Like for like furnace replacement

Like for like water heater replacement

# Electronic Submittal and plan review



## Electronic Plan Submittal Requirements

The City of Lakewood Community Development Department accepts electronic plan(s) and document submittal(s) (via Drop Box) for permit applications.

Please note that the submittal method selected for a project, whether electronic or paper, must be consistent for the duration of the entire project.

### APPLICATION SUBMITTAL PROCEDURES

#### Application:

- Applications are available on-line at [www.cityoflakewood.us](http://www.cityoflakewood.us). Click on the permit icon at the bottom of the screen.
- Email a completed permit application, along with a description of the work, to [permits@cityoflakewood.us](mailto:permits@cityoflakewood.us)
- A Permit Technician will contact you with the submittal fee and payment options. We accept Visa, MasterCard, or check(s) (payable to the City of Lakewood).
- Once payment has been received, the Permit Tech will email a copy of the receipt, provide the corresponding permit number(s) and notify that a DropBox folder has been created and is available to upload required documents.

#### Revisions: (if applicable)

- Email [permits@cityoflakewood.us](mailto:permits@cityoflakewood.us) that you have revisions and then upload them to the Dropbox folder with the permit number, project name, the department, and the revision number. For example:
  - BP-15-01000 Safeway – BLDG rev 1 or
  - BP-15-01000 Safeway – PLNG rev 2
- All revision submittals should include a revision summary, the revised pages should be marked with the revision number and date, and revisions should be called out by being clouded.

#### Approval:

- An email from the Permit Technicians will be sent advising that the permit(s) have been approved, the remaining balance that is due and if the contractor information is required, prior to issuance. We accept Visa, MasterCard, or check(s) (payable to the City of Lakewood). *Please note, if check is returned as NSF there will be an applicable fee and permit will be revoked until another form of payment is received.*
- Once payment has been received you will receive an email notifying you that the approved set of plans will be available for download from the Dropbox. Please print out one set and keep on site

1

- Application via email
- Payment via mail, email or phone

2

- Plans uploaded through drop box for review and issuance

3

- Ability to review documents on-line with architect/engineer/West Pierce Fire & Rescue/Pierce County Utilities



## Review Times:

Building – Our goal is to have first comments back to you within 20 days.

We are currently exceeding this goal:  
Commercial Projects – Average 16 days  
Residential Projects – Average 10 days



## Coordination with outside agencies:

- Lakewood Water District
- Pierce County Utilities
- West Pierce Fire and Rescue



# Permit Counter Improvements

- Staff training - certifications
- Improve handouts and website information
- New permit system to integrate on-line and electronic submittals
- Remodel counter configuration to improve efficiencies

**QUESTIONS?**



Building Official – Nancy Craig  
253 983-7817 or [ncraig@cityoflakewood.us](mailto:ncraig@cityoflakewood.us)

Permit Coordinator - ??

Permit Counter- Lehua Aalona and Dani Murphy  
253 512-2261 or [permits@cityoflakewood.us](mailto:permits@cityoflakewood.us)

Plans Examiner – Ron Baer  
253 983-7766 or [rbaer@cityoflakewood.us](mailto:rbaer@cityoflakewood.us)

Building Inspectors – Roy Simmons and Gilbert Deherrera  
Roy 253 983-7736 or [rsimmons@cityoflakewood.us](mailto:rsimmons@cityoflakewood.us)  
Gilbert 253 983-7768 or [gdeherrera@cityoflakewood.us](mailto:gdeherrera@cityoflakewood.us)

Website [www.cityoflakewood.us](http://www.cityoflakewood.us)