

Cover Sheet

Type: **All Construction**

Subtype: **RESIDENTIAL/ NON-RESIDENTIAL**

Revised: 01.2025

City of Tukwila - Permit Center
6300 Southcenter Blvd, Suite 100,
Tukwila, WA 98188

www.tukwilawa.gov/departments/permit-center/



Cover Sheet

A cover sheet for building plans serves as the introductory page that provides an overview of the project and essential information about the submitted plans. Here's a description of its typical components:

1. **Project Information:** Includes the project's name, address, and legal description (such as lot and block numbers or parcel ID). For commercial projects, the tenant name or suite number may also be noted.
2. **Scope of Work:** A detailed description of the project's purpose and extent (e.g., new construction, addition, remodel, or tenant improvement).
3. **Building Information:**
 - **Use and Occupancy:** Specifies the building's use (e.g., residential, commercial) and occupancy classification per the adopted building code.
 - **Construction Type:** Identifies the construction type (e.g., Type I, II, III) in compliance with the code.
 - **Building Size:** Includes total square footage, number of stories, and height.
 - **Fire Sprinkler System:** Indicates if the building is equipped with a fire sprinkler system.
4. **Code Information:** Lists the applicable codes and editions (e.g., IBC, IRC, IECC, NFPA). Include local amendments or state-specific codes if relevant.
5. **Design Team:** Provides contact information for the professionals involved, such as the architect, engineer(s), or designer, including license numbers if required.
6. **Index of Drawings:** A list of all sheets in the set, including sheet numbers and titles for easy navigation (e.g., A-1 for Floor Plan, S-1 for Structural Plans).
7. **General Notes:** Includes key project notes, such as design assumptions, code interpretations, or special instructions.
8. **Location Map:** Often a small map showing the project site in relation to surrounding landmarks, streets, or geographic coordinates.
9. **Owner/Applicant Information:** Contact details for the property owner, applicant, or developer.
10. **Permit Information** (if available): Space for permit number, application date, or other jurisdictional identifiers.
11. **Seals and Signatures:** Space for professional seals, stamps, or certifications, along with signatures and dates as required.

Applicable Regulations:

- [TMC Title 16 Buildings and Construction](#)
- [TMC Title 17 - Subdivisions](#)
- [TMC Title 18 Zoning](#)
- [Public Works Infrastructure Design and Construction Standards](#)

Resources:

- [Construction Portal & Fees](#)
- [Land Use Permit Portal](#)