

# Submittal Item Waiver



**Development and  
Permitting Services**  
333 S. Meridian  
Puyallup, WA 98371  
253-864-4165  
www.cityofpuyallup.org

Submit this worksheet as a REPLACEMENT document in place of required submittal documents for your permit application. You must have written authorization from a staff person to waive a required submittal item in order for your application to be accepted and routed for review. If you need help determining if your project is required to submit this waiver, please contact the Permit Center at (253) 864-4165 Option 1.

## Submittal Instructions

- 1 Navigate to the upload files step page on the City's online permits portal.
- 2 For each required submittal line click 'upload document'.
- 3 Submit this worksheet as a REPLACEMENT for EACH required submittal document. A separate form must be submitted for each waived item. Include the required waiver documentation as a second page to this form.

## Applicant Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Site Information

Parcel Number(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

## Submittal Item (s) to be Waived

List below ALL of the submittal Item (s) that will NOT be submitted:

Reason not submitted:

Project does not exceed qualifying threshold (e.g., SEPA threshold, stormwater hard surface threshold)

Project does not include critical area

Other (please explain):

## **Waiver Documentation**

Provide proof of City staff person authorization to waive submittal requirement. Attach as an additional page to this worksheet an email, letter, or other documentation of waiver. This documentation is required for this waiver to be processed. Failure to provide documentation will result in an incomplete application.

INSERT WIAVER DOCUMENTATION BELOW (OR AS ADDITIONAL PAGE)

## Anjali Venkataiah

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**From:** Brian Snowden <BSnowden@PuyallupWA.gov>  
**Sent:** Monday, February 5, 2024 3:51 PM  
**To:** Anjali Venkataiah  
**Cc:** Lisa Morrell Ehli; DPS Permit Center  
**Subject:** RE: Freeman Road Logistics : Application Number PRCNC20240175

Hi Anjali,

A Hazardous Material Inventory Statement is not required for shell buildings. Please accept this email as your documentation of waiver and attach a copy of this email to your Submittal Item Waiver worksheet as instructed on page #2.

Please let me know if you have any questions or concerns.

Thank you,

**Brian Snowden**  
Senior Plans Examiner  
City of Puyallup | Building Division  
253.435.3618  
BSnowden@PuyallupWA.gov  
[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

Please send permit inquiries to [permitcenter@puyallupwa.gov](mailto:permitcenter@puyallupwa.gov)

To apply for a permit, click here to access the [City's Permit Portal](#). Or scan this QR code with your phone to learn more.



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**From:** Anjali Venkataiah <Anjali.Venkataiah@synthesispllc.com>  
**Sent:** Monday, February 5, 2024 12:10 PM  
**To:** Building Services Division <Building@PuyallupWA.gov>  
**Cc:** Lisa Morrell Ehli <Lisa.Ehli@synthesispllc.com>  
**Subject:** Freeman Road Logistics : Application Number PRCNC20240175

You don't often get email from [anjali.venkataiah@synthesispllc.com](mailto:anjali.venkataiah@synthesispllc.com). [Learn why this is important](#)

**CAUTION:** This is an External Email. Do not click links or open attachments unless you are expecting them.

Hello,

We have submitted for a building permit for an industrial tilt up shell Building.

We applied for a Hazardous Material Inventory Waiver with our application, since it is only a shell permit and we will not know the use or what will be stored in the building till we have a tenant.

The Permit Center wants the waiver to be authorized by the building department.

Please approve of the waiver at your earliest. Let us know if you have any questions or need more information

I have attached the waiver form for your review.

Thank you for your time,

Anjali