

# Civil Construction Application

Development Services  
333 S. Meridian  
Puyallup, WA 98371  
Phone: 253-864-4165  
www.cityofpuyallup.org



## Application Fees

- Engineering Plan Review Fee \$470
- Record Drawing Fee: \$200

Effective Per 4/1/23 [City of Puyallup Fee Schedule](#)

Except for single-family residential onsite work, a Civil Construction Permit Application is required for projects which involve the following: on-site grading; improvements within the public right of way including water, sewer, and stormwater infrastructure; and new commercial utility connections to city infrastructure. A Civil Construction Permit may not be needed for minor grading. Please refer to PMC Chapter 21.14 for minor grading exemptions. NOTE: this permit application may need to be preceded by an application for Preliminary Site Plan Approval and/or issuance of a SEPA determination as required by the Planning Department.

## Submittal Instructions

- 1 Create an account at <https://permits.puyallupwa.gov/Portal/Account/Register> or Sign into the [CityView Portal](#)
- 2 Select “Apply for an Engineering Permit”
- 3 From the *Choose Application Type* drop down list, select “Civil Construction Permit”. Fill out all sections of the online form and upload all required documents. Note: Failure to upload all of the required documents for Step 7 *Upload Files* may delay the processing of your application.

## Project Information

Project Name: Step by Step - Early Learning Center  
Site Address: 3303 8th Ave Bldg E Parcel Number: 0420253071  
Previously Approved Planning Permit # (If applicable): Development Agreement (see attached)  
Water Purveyor:  City of Puyallup  Fruitland Mutual Water  Tacoma Water  Valley Water System

## Owner Information

Name: Step by Step (Krista Linden, CEO)  
Mailing Address: 3303 8th Ave S, Bldg A  
City: Puyallup State: WA Zip Code: 98372  
Phone: 253.841.1776 E-mail: kristalinden@stepbystepfamily.org



## Civil Construction Application

### Applicant Information

Same as owner

Name: Songyi Cho  
Mailing Address: 12181 C St S  
City: Tacoma State: WA Zip Code: 98499  
Phone: 509.432.4651 E-mail to Receive Markup Letter: songyi.cho@hotmail.com

### Engineer/ Architect Information

Name: Cecil + Associates (Roger Cecil, PE)  
Mailing Address: PO Box 598  
City: Bothell State: WA Zip Code: 98041  
Phone: 206.484.3495 E-mail: rigerc@cecilnassoc.com

### Contractor Information

Name: Mountain Construction  
Mailing Address: 7457 s Madison st  
City: Tacoma State: WA Zip Code: 98409  
Phone: 253.355.6135 E-mail: jeremy@mountainconst.com

### Project Type

- Use the check boxes below to indicate the development project type
- Commercial/ Medical/ Multi-Family
  - Residential; Single-Family/ Duplex/ Triplex
  - Residential Short Plat
  - Residential Major Plat
  - Frontage Improvements associated with a Building Permit Application
  - Other: \_\_\_\_\_



## Civil Construction Application

### Submittal Checklist

- Use the check boxes below to ensure the following documents are submitted as applicable at the time of application.
- 1. Completed and signed Civil Permit Application Form
  - 2. [Stormwater Site Plan Report](#) (Aka a drainage report) stating how the project will meet the [Minimum Requirements](#) of the current city adopted [Stormwater Management Manual for Western Washington](#)
  - 3. [Geotechnical Report](#) (Include infiltration testing and groundwater monitoring as applicable)
  - 4. [Critical Area Report](#) (If applicable -> wetlands, steep slopes, streams, etc.)
  - 5. [Preliminary Flood Elevation Certification](#) (If located in the regulated AE or AO floodplains)

### Design Plan Acceptance Criteria Checklist

- Use the check boxes below to ensure the following civil plan sheets are submitted at the time of application
- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Cover Sheet                  | <input checked="" type="checkbox"/> Utility Plan (Showing water/ sewer/ stormwater/ gas/ power, etc.) |
| <input checked="" type="checkbox"/> Existing Surveyed Conditions | <input type="checkbox"/> Channelization (If applicable)   |
| <input checked="" type="checkbox"/> Erosion and Sediment Control | <input type="checkbox"/> Street Lighting  |
| <input checked="" type="checkbox"/> Grading Plan                 | <input checked="" type="checkbox"/> <a href="#">City of Puyallup Standard Notes and Details</a>       |
| <input checked="" type="checkbox"/> Landscape Plan               |   |

### Certification

I hereby state that I am the applicant listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provisions of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

Signature of Applicant: *Songyi Cho* Date: 07/11/2024  
(or authorized agent)