

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 - West Temporary Parking
Site Address: 506 33RD ST SE Parcel Number: 0420264069
Previously Approved Planning Permit # (If applicable): _____
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

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Applicant Information

☐ Same as owner

Name: Jeff Brown Architecture, llc (Contact: Song 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: JMJ Team (Justin Jones, PE)
Mailing Address: 905 Main St, Suite 200
City: Sumner State: WA Zip Code: 98390
Phone: 206.596.2020 E-mail: justin@jmtimeam.com

Contractor Information

Name: Crown Building (Jon Linden)
Mailing Address: PO Box 726
City: Milton State: WA Zip Code: 983554
Phone: 253.268.1749 E-mail: jon@crownbuildingco.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: Temporary usage for parking



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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
- | | |
|--|---|
| ☒ Cover Sheet | ☒ Utility Plan (Showing water/ sewer/ stormwater/ gas/ power, etc.) |
| ☒ Existing Surveyed Conditions | ☐ Channelization (If applicable) |
| ☒ Erosion and Sediment Control | ☐ Street Lighting |
| ☒ Grading Plan | ☒ City of Puyallup Standard Notes and Details |
| ☐ 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: Oct 28.2024
(or authorized agent)