



City of Puyallup

Building Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

RUI Construction Coordinators

917 VALLEY AVE NW STE E

PUYALLUP, WA 98371--2528

June 09, 2025

Notice of Incomplete Permit Submittal

RE: Application Number PRMH20250744

Dear RUI Construction Coordinators,

A permit application has been received by this office on June 05, 2025. The following required items are outstanding:

- Application Form – Please provide the [Mechanical Application](#).
- Mechanical Plans – Provide a full plan set including all pages of installation details and locations. This should include any interior and exterior scope.
- Energy Code Worksheets
- Mechanical Equipment Cut Sheets/Submittal Documents – Please provide cut sheets/brochures for the new and existing equipment. If nothing for existing, please provide details as shown on stickers of existing units.
- Structural Calculations - Required when rooftop units are not like for like, or if new units are heavier than existing.
- Structural Plans - Required when rooftop units are not like for like, or if new units are heavier than existing.

The above information must be received by our office to deem this application complete. If the required information is not received within 90 days, your application will be canceled.

Should you require further information, please do not hesitate to contact the Permit Center.



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Sincerely,

City of Puyallup Permit Center

(253) 864-4165 option 1