



City of Puyallup

**Engineering Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

# Permit Review Correction Letter

**Permit Application #PRCCP20250462**

June 10, 2025

The City has completed the review of the above-mentioned permit submittal. All your review comments, conditions, and redlined plans can be found on the [City's permit portal](#). Redlined plans can be found on the City's Permit Portal in the "Reviews" section under "Documents Returned for Corrections". Below please find the permit submittal review comments from your review team and re-submittal instructions. Should you have any questions regarding the review comments, please contact the plan reviewer associated with the comment listed below.

## Re-submittal Instructions

To resubmit, you must address all comments and upload a ~~Correction Response Letter~~ that states how the corrections have been addressed in your resubmitted documents. Avoid using "upload additional docs" unless there is NO submittal item available for your document. Please Note: If you have any questions about how to resubmit, please contact the permit center.

- 1 Log in to your permits portal and navigate to the status page for this permit under the "My Items" tab by selecting the "Upload Submittals" button under the permit number.
- 2 For each submittal item listed re-submit a new version of the submittal item by clicking the "New Version" button next to the file name of the original file submitted. DO NOT click the 'browse' button unless the document you are submitting for that submittal item is not a new version of the originally submitted document. Click 'Upload Documents' at bottom of the page.
- 3 If any re-submittal fees have been assessed, you will need to pay your resubmittal fee at the time of resubmittal. Your resubmittal will not be processed until the fee has been paid.

## Corrections

Corrections to be addressed on the next set of resubmitted plans:

<b>Engineering Civil Review</b>	<b>Jamie Carter</b>	<b>(253)435-3616</b>	<b>JCarter@puyallupwa.gov</b>
<p>- Additional Submittal Item Required: Engineering Cost Breakdown Fee Calculation - Include all high ticket and inspectable items. Include ESC and private utility trenching. Do not include on site paving. If an item is not expressly listed fill it in under MISC under the appropriate section and provide a reasonable unit price. Include all sheets, including 'totals box' as a pdf. The totals in the box (last sheet when printed) are important for determination of the Inspection Fee and Bond amounts.</p> <p>Additional Submittal Item Required: Traffic Control Plan, required prior to any ROW work. [Comment Correction; ; pg. N/A]</p> <p>- Walls exceeding 4 feet in height (toe to top) require separate building permits. [Comment Correction; ; pg. N/A]</p> <p>- PMC 19.06.020 requires common facilities to be contained within one parcel. The footprint of the storm system and the parking lot drainage patterns would qualify this project to be required to convert at least the three easterly parcels into one, but if a lot combo is required it seems prudent to combine them all. Unless there is some compelling reason not to, the lots should be consolidated. This requirement was communicated to the applicant when the northern property consolidated its lots. [Comment Correction; ; pg. N/A]</p> <p>- Update Drainage Report to most current design. EX: Report proposes installing two 100 foot bioswales. [Comment Correction; ; pg. N/A]</p> <p>- Detail 01.01.04 not found on Sheet C9. Include this detail and/or Detail 01.01.19. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 &amp; SD, 2025_03_12.pdf; pg. 6]</p> <p>- Overflow spillway note in wrong location. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 &amp; SD, 2025_03_12.pdf; pg. 7]</p> <p>- Show outline of vault on site plan. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 &amp; SD, 2025_03_12.pdf; pg. 7]</p> <p>- No details found. Provide product literature and site specific details on Biopod Filter. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 &amp; SD, 2025_03_12.pdf; pg. 7]</p>			

- Check this number. Section A-A indicates that the bottom of this portion of the pond is 57.5. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 & SD, 2025\_03\_12.pdf; pg. 7]
- Storm notes are repeated here. Remove and add CoP Water Notes. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 & SD, 2025\_03\_12.pdf; pg. 10]
- Call out all of the curbing. Consider making the space between the lines wider, It is hard to see. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 & SD, 2025\_03\_12.pdf; pg. 6]
- Remove this note. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 & SD, 2025\_03\_12.pdf; pg. 11]
- Detail not found. Include in plans. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 & SD, 2025\_03\_12.pdf; pg. 11]
- C9 [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 & SD, 2025\_03\_12.pdf; pg. 11]
- Detail not found. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 & SD, 2025\_03\_12.pdf; pg. 11]
- Correct typo as indicated. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 & SD, 2025\_03\_12.pdf; pg. 11]
- Add Detail 02.01.08. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 & SD, 2025\_03\_12.pdf; pg. 8]
- Replace with Detail 02.03.01. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 & SD, 2025\_03\_12.pdf; pg. 8]
- Replace with Detail 02.07.01. Refer to Landscape Plan for plantings. Include overflow or provide rationale for not. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 & SD, 2025\_03\_12.pdf; pg. 7]
- Include Detail 03.05.01 for relocation or replacement of hydrant. Include all applicable details on the appropriate plan sheet. The only sheet to mention the hydrant is the Signage Plan. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 & SD, 2025\_03\_12.pdf; pg. 10]
- Include Detail 06.01.01. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 & SD, 2025\_03\_12.pdf; pg. 9]
- Revise Operations and Maintenance Manual to disinclude the large tables. Pierce County will be strict with formatting. Highly suggest using pre formatted BMPs, stand alone maintenance tables and inspection report from City's website.  
Link: <https://www.cityofpuyallup.org/2157/Operations-and-Maintenance> [Comment Correction; ; pg. N/A]

<b>Engineering Traffic Review</b>	<b>Mieco Hutchens</b>	<b>(253)993-0179</b>	<b>mhutchens@puyallupwa.gov</b>
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- With wall/hydrant removal, construct a radius to match the east side of this access [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 & SD, 2025\_03\_12.pdf; pg. 11]

<b>Public Works Water Review</b>	<b>Brian Johnson</b>	<b>(253)841-5442</b>	<b>BrianJ@PuyallupWA.gov</b>
<p>- Civil, C11: This is the only page talking about the wall being removed and the hydrant being relocated. Show where the hydrant is to be relocated. If the wall is removed and the hydrant is not relocated, the hydrant will be sitting too high. This will require the hydrant to be replaced with a shorter bury hydrant, or the grading will have to be raised to match the hydrant bury. There are two concrete guard post in front of the existing hydrant to protect it front traffic. These guard posts are not crash worthy and need to be removed. The hydrant needs to be protected from traffic by some sort of curb or crash worthy barrier. Add City Standard detail 03.05.01 to this plan set. [CIVIL PLANS; 2025\PRCCP20250462\C1-C11 &amp; SD, 2025_03_12.pdf; pg. 11]</p>			

## Conditions

The items listed in the table below are conditions of the permit that do not need to be addressed on the next resubmittal of plans but will need to be fulfilled at some point in the permit review process. The "Condition Category" indicates the approximate phase of the permit process by which the condition must be fulfilled for the City to continue processing this permit. "Condition Status" if "Open" means that the condition has not been fulfilled, if "Resolved" means the condition has been fulfilled successfully. For some conditions that require submittal of a document to the City, those documents can be submitted via the Conditions Section of the [City's permit portal](#).

<b>Condition Category</b>	<b>Condition</b>	<b>Department</b>	<b>Condition Status</b>
Prior to Issuance	Please contact the DPS Support Specialist, Robin Loewen at RLOEWEN@PUYALLUPWA.GOV to request a pre-construction meeting prior to starting site work.	Engineering Division	Open
Prior to Issuance	A Performance Bond must be received by the City of Puyallup prior to permit issuance. The Performance Bond shall be 150% of the estimated cost of work in the ROW per the approved cost estimate received prior to plan approval (attached in CityView Portal under Documents & Images section). See <a href="https://www.cityofpuyallup.org/DocumentCenter/View/16622/Performance-Bond-51122-appvd-by-Legal">https://www.cityofpuyallup.org/DocumentCenter/View/16622/Performance-Bond-51122-appvd-by-Legal</a> for more information.	Engineering Division	Open
Prior to Issuance	Email a signed Inadvertent Discovery Plan to RLOEWEN@PUYALLUPWA.GOV.	Engineering Division	Open
Prior to	Overtime Inspection Fees / Main Shutdown Fees form is to be received prior to permit issuance. Signing this form is	Engineering	Open

Condition Category	Condition	Department	Condition Status
Issuance	acknowledgement that there may be billed overtime inspection fees per the current fee schedule and that whenever the City Water Division staff is required to perform a mainline shutdown the fees shall be billed at \$134.00 per event plus \$10.00 per tag. Instances when a shutdown is performed outside regular working hour's additional overtime fees will be billed at the current overtime billing rate (3 hour minimum call out time).	Division	
Prior to Issuance	Certificate or Insurance/CG2012 must be received prior to issuance	Engineering Division	Open
Prior to Issuance	A Clear, Fill and, Grade Bond must be received by the City of Puyallup prior to permit issuance. The amount of the bond shall not be less than the total estimated construction cost of the interim and permanent erosion and sediment control measures per the approved cost estimate received prior to plan approval. See <a href="https://www.cityofpuyallup.org/DocumentCenter/View/16621/CFG-Bond-101822-appvd-by-Legal">https://www.cityofpuyallup.org/DocumentCenter/View/16621/CFG-Bond-101822-appvd-by-Legal</a> for more information.	Engineering Division	Open

If you need assistance with resubmitting your corrections, please contact the Permit Center.

Sincerely,

City of Puyallup Permit Center  
(253) 864-4165 option 1  
[permitcenter@puyallupwa.gov](mailto:permitcenter@puyallupwa.gov)