



CITY OF PUYALLUP
Development & Permitting Services
333 S. Meridian, Puyallup, WA 98371
(253) 864-4165
www.cityofpuyallup.org

Permit No:
PRCCP20241109

CIVIL CONSTRUCTION PERMIT

Puyallup, WA

Job Address	Address: 3303 8TH AVE SE, Unit: E, PUYALLUP, WA 98372 Parcel # 0420253071	ISSUED June 24, 2025
Owner STEP BY STEP FAMILY SUPPORT CENTER PO BOX 488 MILTON, WA 98354		
Applicant Songyi Cho 12181 C St S Tacoma, WA 98444 (509) 432-4651 songyi.cho@hotmail.com		
Contractor MOUNTAIN CONSTRUCTION INC. 3411 90TH ST S, SUITE A LAKEWOOD, WA 98499 (253) 474-5281 jim@mountainconst.com WA L&I #:		
Description of Work This project will remodel and expand an existing auxiliary building to provide classrooms, outdoor learning spaces, administrative space, and office space. The project will be constructed over stormwater treatment BMPs that were installed to provide runoff treatment for the parking area installed during the 2018 Germaine Korum Center project. Therefore, this project will need to redesign/add runoff treatment BMPs to the existing parking area to replace the impacted treatment BMPs. See the attached Project Description. STEP BY STEP - ELC AND ADMINISTRATIVE OFFICES FACILITY		
Permit Types	Civil Construction Permit	
Expiration Date: December 14, 2025		
Total ESU's 62		
REQUESTING REQUIRED INSPECTIONS A list of required inspections can be found on the permitting portal. Log in to your portal account, click on my items, and expand My Building Permit application, My Engineering Permit application, or My Fire Permit application depending on your permit type. Then locate your permit number and click on "request inspection". This will pull up a list of inspection types associated with your permit. Click on the desired inspection type and then click Next Step to begin the inspection request process.		

Building Components:

Quantity	Units	Description
1	EA	Civil Construction Permit

Total Value of Work:	\$0.00
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Standard Conditions:

1. Development Engineering standard civil construction conditions:

1. Preconstruction Inspection (Preconstruction Meeting) IS REQUIRED prior to the commencement of any work under this permit. Please contact the engineering support specialist, Robyn Buck, at rbuck@puyallupwa.gov to request a pre-construction meeting prior to starting site work.
2. Construction permitted as per approved civil plans.
3. Construction permit shall expire by limitation and be declared void if:
 - a. Work is not started within 180 days of obtaining the permit.
 - b. Work is abandoned for 180 days or more after beginning work.
 - c. After two years from the date of permit issuance, regardless of whether work is finished.
 4. Any changes to the scope of work approved on the civil plans shall be submitted on a Plan Change Request to the Engineering Services Staff for review.
5. Any changes that require a request to vary from the design standards approved on the civil plans shall be submitted on an Alternative Methods or Construction Materials Request along with an application fee to the Engineering Services Staff for review.
6. The applicant is responsible to call the Utility Notification Center at 1-800-424-5555 before beginning any excavation. Call before you dig, it's the law. NOTE: Effective January 1, 2013, RCW 19.122 - Before conducting any construction or excavation within 100 feet of a right-of-way or utility easement containing a transmission pipeline, a person must notify the pipeline companies of the scheduled excavation through the one-number locator service 811. Notification must occur in a window of not less than 2 business days, but not more than 10 business days before beginning the excavation. If a transmission pipeline company is notified that excavation work will occur near a pipeline, a representative of the company must consult with the excavator on-site prior to excavation.
7. It is the responsibility of the applicant/property owner to obtain all necessary approvals/permits from state, federal, and other agencies that have regulatory authority.
8. Should the City become aware of conditions that invalidate the original design data used to obtain the permit or determine that the applicant is not complying with the conditions of the permit or approved plans, the City may revoke the original permit and/or order work stopped on the project. The City may require the owner to submit a new application for review and approval.
9. All work associated with the Site Development Permit must be completed and approved by the City prior to receiving final approval of building permits.
10. I hereby acknowledge that I have read and understand the contents of this permit and I hereby state that the information I have supplied is true and correct.

Indemnification / Hold Harmless

The Permittee shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the Permittee or on the Permittee's behalf out of issuance of this Permit, except for injuries and damages caused by the sole negligence of the Public Entity.

However, should a court of competent jurisdiction determine that RCW 4.24.115 applies to this Permit, then the Permittee agrees to defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless to the maximum extent permitted thereunder. It is further specifically and expressly understood that the indemnification provided herein constitutes the Permittee's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Permit is valid 180 days from date of issuance. Permit validity is subject to all adhering to all applicable codes, ordinances and standards, and conditions of this permit.

Conditions

The items listed in the table below are outstanding conditions that need to be resolved prior to occupancy and/or final inspection.

Condition Category	Condition	Department	Condition Status
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	Resolved
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 https://www.cityofpuyallup.org/DocumentCenter/View/16622/Performance-Bond-51122-appvd-by-Legal for more information.	Engineering Division	Resolved
Prior to Issuance	Email a signed Inadvertent Discovery Plan to RBUCK@PUYALLUPWA.GOV.	Engineering Division	Resolved
Prior to Issuance	This form is to be received prior to permit issuance. Signing this form is 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).	Engineering Division	Resolved
Prior to Issuance	Certificate of Insurance/CG2012 must be received prior to issuance	Engineering Division	Resolved

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 https://www.cityofpuyallup.org/DocumentCenter/View/16621/CFG-Bond-101822-appvd-by-Legal for more information.	Engineering Division	Resolved
Prior to Completion	At the time of Punchlist/Closeout, provide the City with a DRAFT copy of an updated Operations and Maintenance agreement for review and acceptance. Once approved, the updated O&M will be attached to the existing "Stormwater Management & BMP Facilities Agreement" previously recorded for the site. Use the BMP descriptions and maintenance criteria from the "City of Puyallup Site Management Plan for Stormwater Operations and Maintenance."	Engineering Division	Open
Prior to Issuance	Prior to permit issuance, a Stormwater Latecomer fee in the amount of \$(TBD prior to permit issuance) shall be paid.	Engineering Division	Resolved
Prior to Issuance	Prior to permit issuance, the engineer-of-record shall acknowledge in writing that stormwater discharge(s) from the proposed project will not change the function of the outfall or create any increased impact to the existing outfall.	Engineering Division	Resolved
Prior to Issuance	Provide acknowledgment from Williams/Northwest Pipeline, LLC that the project is acceptable as proposed.	Engineering Division	Resolved
Prior to Issuance	Provide authorization from Pierce County to discharge stormwater runoff to the Puyallup River outfall in accordance with the County issued Shoreline Substantial Development Permit, Condition 7.	Engineering Division	Resolved
Prior to Issuance	Pending water-civil APPROVAL from Valley Water District.	Engineering Division	Resolved
Prior to Issuance	Must provide Contractor doing the work to be named on permit. Contractor must be registered with Washington State Labor and Industries AND have a valid City of Puyallup business license endorsement with Washington State Department of Revenue.	Development & Permitting Services	Resolved

Prior to Issuance	A Stormwater Performance Bond must be received by the City of Puyallup prior to permit issuance. The Stormwater Performance Bond shall be 125% of the estimated cost of stormwater facility construction or improvement per the approved cost estimate received prior to plan approval (attached in CityView Portal under Documents & Images section). See https://www.cityofpuyallup.org/DocumentCenter/View/18269/STORMWATER-Performance-Bond- for more information. [Robin Loewen @ 06/12/2025 4:46 PM]	Development & Permitting Services	Resolved
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I certify that I am the owner of this property or the owner's authorized agent, including an appropriately licensed contractor. I have read and examined this application and furnished true and correct information. I will comply with all provisions of law and ordinances governing this type of construction work, whether specific herein or not. By submitting this application, I give the jurisdiction permission to enter the property to perform inspections. The granting of this permit does not presume or give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I understand that failure to comply with the above may result in revocation of the permit.

Applicant:
Songyi Cho