



City of Puyallup

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**Building Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

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

Jodi Boyden

8629 Pinelli Road

Sedro Woolley, WA 98284

August 21, 2025

## **Development Submittal Notice**

**Permit Application Number PRSG20251040**

Dear Jodi Boyden,

Thank you for submitting your permit application documents to the City of Puyallup. The Permit Center reviewed your submission on July 31, 2025 and determined that it is insufficient.

### **Missing or Insufficient Submittal Documents**

Please submit the following items through the [permitting portal](#).

- Underground Utility Plan – See the minimum sheet size for submittals below.
- Sign Permit Submittal Documents – See the minimum sheet size for submittals below.
- Other / Miscellaneous – See the minimum sheet size for submittals below.



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### • Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 150MB in size.
- Accepted file extensions:
  - pdf, jpg
- Submittal documents shall be uploaded in the appropriate submittal line-item requirement - AVOID uploading documents to the "Upload Additional Documents" line item unless there is no submittal line item for the specific document.
- See blue question marks below for more information on specific submittal requirements.
- **PDF FORMATTING REQUIREMENTS**
  - Plans should be to scale.
  - All PDF files shall be legible, flattened, unprotected, and unlocked as electronic plan review is performed using BlueBeam Markup. Flatten out objects and markups (especially when combining PDF's from consultants who may not have flattened their own work). Check that your flattened PDF's have successfully removed AutoCAD layers.
  - **Minimum Sheet Size (for plan sets) shall be 24"x36".**
  - Minimum Font Size shall be 10 pt.
- **REQUIRED DOCUMENT NAMING CONVENTIONS**
  - Document name shall always begin with the submittal requirement name (e.g., Application.pdf, ConstructionPlanSet.pdf, CivilPlans.pdf, etc.)
  - Filename shall be identical as first submittal for resubmittals.
  - Non-friendly filenames (ex. k9dk38tj3.pdf) – **will not be accepted and your submittal will be returned.**
- Submitted documents will be stamped at the conclusion of the review.
  - The stamp will be placed in the upper right-hand corner of the document. It is recommended that this area (2"x2"), to the extent possible, be left blank so that no information is lost when the stamp is applied.

**Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission. .**

**Note: If your session is idle for more than 20 minutes, your session could time out and work will not be saved.**

Please resize your documents accordingly and re-upload your documents.

The submittal shall only be considered complete if the information requested above is received by the City of Puyallup within 90 days of the date of this letter and deemed satisfactory by the Permit Center. Otherwise, your permit application will be canceled, and you will need to apply for a new permit. Once your submission is accepted, deemed complete, and any outstanding fees are paid, your submittal will proceed to plan review.

For questions or assistance, please contact the Permit Center.

Always in Season,

### Puyallup's Permit Center

333 S Meridian, 2nd Floor  
Puyallup, WA 98371



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(253) 864-4165, option 1

[PermitCenter@PuyallupWA.gov](mailto:PermitCenter@PuyallupWA.gov)