



City of Puyallup  
**Building Division**  
333 S. Meridian, Puyallup, WA 98371  
(253) 864-4165  
[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

# Permit Review Correction Letter

**Permit Application #PRCA20250966**

September 08, 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:

Building Review	Brian Snowden	(253)435-3618	BSnowden@puyallupwa.gov
<ul style="list-style-type: none"><li>- Manufactured trusses cannot be deferred. Please provide the manufacturer's truss layout and calculations. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set_Building Permit, Todd Road.pdf; pg. 2]</li><li>- Please provide a site plan showing the proposed parking. Include the required accessible parking space(s), accessible routes, and EV infrastructure. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set_Building Permit, Todd Road.pdf; pg. 2]</li><li>- Please provide dimensions for the restroom. Dimensions should meet all requirements per the 2017 Washington State Accessibility Code. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set_Building Permit, Todd Road.pdf; pg. 15]</li><li>- File Room counters used by employees for active working; such as sorting, filing, or processing documents - would be considered Work Surfaces and require a maximum surface height of 34" per section 902 of the 2017 Washington State Accessibility Code. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set_Building Permit, Todd Road.pdf; pg. 15]</li><li>- Please verify whether a mirror will be provided. If so, please include it on the plan set and note the maximum distance from the mirror to the floor per section 603.3 of the 2017 Washington State Accessibility Code. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set_Building Permit, Todd Road.pdf; pg. 15]</li><li>- Please verify whether a mirror will be provided. If so, please include it on the plan set and note the maximum distance from the mirror to the floor per section 603.3 of the 2017 Washington State Accessibility Code. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set_Building Permit, Todd Road.pdf; pg. 15]</li><li>- Verify range and hood controls are within accessible reach. Note the minimum requirements on the plan set. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set_Building Permit, Todd Road.pdf; pg. 15]</li><li>- Counter heights (or a portion of the counter) should meet the minimum surface height requirements noted in Chapter 9 of the 2017 Washington State Accessibility Code. Counters that include sinks cannot be more than 34" in height. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set_Building Permit,</li></ul>			

Todd Road.pdf; pg. 15]

- Please provide the door hardware. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 16]
- Please include structural plans (lateral, gravity, details, etc.). Structural plans must be stamped and signed by the engineer of record. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 1]
- Please include a plumbing plan set. The plumbing plan set should include all necessary information for water supply, drainage, venting, waste, etc. Please also include the proposed Fixture Units and Drainage Fixture Units and confirm the existing lines (unless replaced) are sufficient. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 1]
- Please include a mechanical plan set. The mechanical plan set should include all necessary information for HVAC (new heat pumps), exhaust fans, ductwork (if new or rerouted), etc. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 1]
- Please include an electrical plan set. The electrical plan set should include all necessary information lighting, etc. Note: electrical is permitted and inspected by the Washington State Department of Labor and Industries; however, the city will review items, such as: emergency lighting, exit lighting, etc. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 1]
- Please clarify whether this building is sprinklered or non-sprinklered. There are conflicting notes in this analysis. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 2]
- Please show the exit signage on the plans. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 2]
- Please clarify whether this addition and remodel was designed under the Prescriptive Compliance Method, Work Area Compliance Method, or Performance Compliance Method. Reference section 301.3 of the 2021 Washington State Existing Building Code. Ensure the plan set follows the requirements and standards of whichever compliance method is chosen. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 2]
- Please provide details for the handrail at the ramp. Details should specify minimum height, edge protection, etc. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 7]
- Please include the attic access location for the new roof area. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 8]
- Doors within the accessible route must have a clear opening width of 32" (measured from the face of the door to the stop with the door open 90 degrees). If the door width is 32", the clear opening most likely will not meet the minimum requirement. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan

Set\_Building Permit, Todd Road.pdf; pg. 16]

- Please provide a site plan showing the proposed parking. Include the required accessible parking space(s), accessible routes, and EV infrastructure. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 1]
- Please fix the placement of the Exit Sign and Fire Extinguisher symbols. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 2]
- Please clarify the use of the tool room - whether it'll be used for tool storage or for tool use. If tools will be used in this room, please clarify the types of tools used (welding, brazing, cutting, soldering, etc. type work done in this room, that may produce fine dust particles or similar, will require an analysis from the mechanical engineer to account for the dust, exhaust, ventilation, grease, etc.). [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 7]
- Min. 60" landing is required at the bottom of ramps per section 405.7.3 of the 2017 Washington State Accessibility Code. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 7]
- Please verify if the bathroom fixtures within the circular turning space complies with section 304.3.2.1 and 306 of the 2021 Washington State Building Code. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 7]
- This sidelite window is not included in either the door schedule or window schedule. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 7]
- Please include the U-Factor. Values must meet or exceed the minimum U-values required by the WSEC Envelope Summary Worksheet [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 16]
- Please include the R3.8 rigid continuous insulation on the exterior wall details. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 16]
- Please clarify the use of this space. The storage area only accounts for a small portion of the overall space. Verify occupant load calculations and ensure all associated requirements (plumbing, egress, etc.) comply. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 2]
- Please verify the exit width. The door scales out to 32", and the Door Schedule lists this door (112) as 32". This exit must meet minimum requirements for exit doors on accessible routes. Please see the comment on the Door Schedule on sheet A4.10. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 2]
- Please verify the existing stair geometry (rise/run). If the existing geometry does not comply with current

code standards, an exception MAY be granted only if the existing space and construction does not physically allow the alteration of the rise and run per section 506.3 of the 2021 Washington State Existing Building Code. (feasibility will be verified by City Inspectors). [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 7]

- Sheet A7.10 was not included in this plan set. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 7]

- Please clarify the fall protection in this area. Note: a guard rail is specified in plan note #6, however, that note hasn't been included in the plan. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 8]

- Please include details for the hand rail and guard rail showing the minimum code requirements (construction, spacing, height, connections, etc.) [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 8]

- Sheet A7.10 was not included in this plan set. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 8]

- Additional Exit Signs are needed to comply with the requirements of section 1013.1 of the 2021 Washington State Building Code. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 9]

- Additional Exit Signs are needed to comply with the requirements of section 1013.1 of the 2021 Washington State Building Code. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 10]

- Please provide additional information and details for the suspended grid and acoustic tile ceiling, including information (as applicable) per ASCE 7, ASTM C635, and ASTM C636. [CONSTRUCTION PLANS; 2025\PRCTI20250966\Construction Plan Set\_Building Permit, Todd Road.pdf; pg. 10]

<b>Engineering Review</b>	<b>Yianni Charitou</b>	<b>(253)435-3612</b>	<b>YCharitou@PuyallupWA.gov</b>
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- Since this project qualifies as a commercial addition, please provide a site plan that meets the City of Puyallup's Site Plan Standards which are available to download in the permitting portal. The building permit site plan must be a continuation of the PRCCP20250724 civil plans. Two permits and plans must be harmonious and free from any conflicts or contradictions. [Comment Correction; ; pg. N/A]

- The City of Puyallup granted a procedural exception during permit application intake and authorized the application to be submitted without a TPCHD approved plan set for the onsite septic system. Typically, septic system approval is required at intake because the TPCHD review timelines are much longer than ours and you can expect significant design delays when trying to simultaneously permit with both agencies.

We accepted your application without the approved septic plans and Justin Jones acknowledged the risk in light of the new SB 5290 review timelines—applications that fail the third review are denied and a new application is required. We will continue to fail the engineering review until the approved septic plans are received and you will be responsible for all resubmittal fees and review redundancies. Assuming you receive and submit the TPCHD approval by the second TI review, you will only have the third review to successfully address our review comments. Failure to receive engineering approval by the third review will require a new permit application. [Comment Correction: ; pg. N/A]

- The plumbing fixture worksheet is used to calculate system development charges. Since this is a change of use from commercial to residential, please list all plumbing fixtures for the commercial building under the "New Fixture Added Not A Replacement" column. The fixtures must match the plumbing plan fixture schedule and diagrams. Credits from the previous residential use will be automatically applied by the City's Engineering reviewer after the total commercial FUWs are calculated on this worksheet. [PLUMB FIXTURE WORKSHEET; 2025\PRCTI20250966\Plumbing Fixture Worksheet\_Building Permit, Todd Road.pdf; pg. 1]
- Provide a site construction plans for the proposed trash enclosure that are compliant with the most recently adopted building codes and the City's Stormwater Design Standard Section 208. [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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- A traffic scoping worksheet will be required for this project. Per PMC 21.20.130 - City policy requires the project trips to be estimated using the latest edition of the Institute of Transportation Engineers' (ITE) Trip Generation, 12th Edition. In general, trip generation regression equations shall be used when the R2 value is 0.70 or greater. For single-family units and offices smaller than 30,000 SF, use ITE's Trip Generation, average rate. Final fees will be calculated and assessed by the City at the time of building permit issuance. Trip credit will be applied for the previous use (SFR) when trips for the new use are assessed. [Comment Correction: ; pg. N/A]

<b>Fire Review</b>	<b>David Drake</b>	<b>(253)864-4171</b>	<b>DDrake@PuyallupWA.gov</b>
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- Only the application was uploaded for the site plan. Provide a site plan showing complete project with all dimensions, structures, sidewalks, driveways, storage areas, along with all property lines. [Comment Correction: ; pg. N/A]

<b>Planning Review</b>	<b>Nabila Comstock</b>	<b>(253)770-3361</b>	<b>NComstock@PuyallupWA.gov</b>
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- Include elevations of trash and recycling receptacle screening as part of building permit application. See PMC 20.25.040 (8) for standards for trash and recycling screening. [Comment Correction: ; pg. N/A]

## 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](#).

Condition Category	Condition	Department	Condition Status
Prior to Issuance	Tacoma Pierce County Health Department's (TPCHD) site plan approval is required since the site is served by private septic. Please submit a TPCHD-approved site plan. The TPCHD-approved site plan must be identical to the site plan submitted to the City of Puyallup. The septic tank, drain field, and reserve drain field must be depicted on the site plan. Please visit <a href="http://www.tpchd.org">www.tpchd.org</a> to apply online for TPCHD's approval.	Engineering Division	Open
Prior to Issuance	The project is located in a water service moratorium area. The two water mains in Todd Rd NE are undersized and cannot provide additional capacity, including the proposed use change. As outlined in the PLPRE20230102 pre-app notes, the water main shall be upgraded to accommodate the proposed development. The water main upgrade shall be designed, permitted, and constructed under a City of Puyallup civil construction permit. Building permit PRCA20250966 shall not be issued until civil construction permit PRCCP20250724 is issued first since it includes the design of the water main upgrade that would lift the water service moratorium for this development.	Engineering Division	Open
Prior to Completion	The project is located in a water service moratorium area. The two water mains in Todd Rd NE are undersized and cannot provide additional capacity, including the proposed use change. As outlined in the PLPRE20230102 pre-app notes, the water main shall be upgraded to accommodate the proposed development. The water main upgrade shall be designed, permitted, and constructed under a City of Puyallup civil construction permit. Building permit PRCA20250966 shall not receive a final inspection or occupancy until the water main is	Engineering Division	Open

Condition Category	Condition	Department	Condition Status
	upsized and accepted by the City under civil construction permit PRCCP20250724.		
Prior to Completion	<p>An approved reduced pressure backflow assembly (RPBA) device is required to be installed on the commercial water service per City Standard Detail 03.04.02 since it abuts a secondary water source (Wapato Creek). For more information, visit <a href="https://www.cityofpuyallup.org/1131/Backflow-Prevention-Cross-Connection">https://www.cityofpuyallup.org/1131/Backflow-Prevention-Cross-Connection</a>.</p> <p>Upon approval of the installation by the city inspector, the backflow device shall be tested by a Washington State certified backflow assembly tester, and the test report results shall be submitted to the City prior to occupancy of the building.</p>	Engineering Division	Open
Prior to Completion	<p>Right-of-way dedication to match the abutting street classification shall be required as determined by Development Engineering. No building permit or development permit shall be granted for the construction or substantial improvement of any industrial, commercial, or residential building, or plat unless the plans and specifications contain provisions for the dedication to the City of sufficient street right of way for the classification of the street abutting the property according to the street plans and street development needs of the city for that street. In accordance with Puyallup Municipal Code Chapter 11.08.120, the subject site property owner shall dedicate approximately 10.5' of right-of-way (or as determined by City Traffic Engineer) to match the street classification of Todd Rd NE as specified in the PLPRE20230102 pre-app notes. Please fill out the attached REETA template form and the Right of Way Dedication Deed form. The Deed form must include a legal description and be accompanied by an exhibit (survey completed by licensed surveyor) depicting the right-of-way dedication. Once drafted, please return these documents to me to review with the Engineering Support Specialist and City Engineer before recording with Pierce County.</p>	Engineering Division	Open
Prior to Issuance	<p>In accordance with Puyallup Municipal Code 11.08.135, new commercial projects that have a structure improvement value exceeding \$200,000 in valuation are required to complete improvements along the property's street frontage. Your project will be required to complete frontage improvements which may include curb, gutter, planter strips, street trees, sidewalks, storm drainage, street lighting, and one-half street</p>	Engineering Division	Open

Condition Category	Condition	Department	Condition Status
	paving (only required if the existing pavement condition is poor) as determined by Development Engineering. The building permit shall not be issued until the frontage improvement designs have been approved by the City and civil permit PRCCP20250724 has been issued.		
Prior to Completion	In accordance with Puyallup Municipal Code 11.08.135, new commercial projects that have a structure improvement value exceeding \$200,000 in valuation are required to complete improvements along the property's street frontage. Your project will be required to complete frontage improvements. Building occupancy will not be granted until the frontage improvements are constructed and civil construction permit PRCCP20250724 is successfully closed.	Engineering Division	Open
Prior to Completion	Southeast portions of the subject property are within the AE Special Flood Hazard Area. Development of the property within the flood zone shall adhere to the regulations contained in PMC Chapter 21.07. The existing structure, for which this building permit is to be issued, is not within the special flood hazard area and does not require retroactive floodproofing or elevation.	Engineering Division	Resolved
Prior to Completion	The approved Stormwater Maintenance Agreement shall be recorded prior to the City granting a certificate of occupancy. Once recorded, provide the City with the Auditor File Number (AFN) for verification.	Engineering Division	Open
Prior to Issuance	The proposed Underground Injection Control (UIC) Wells depicted in civil construction permit PRCCP20250724 are located within Puyallup city boundaries, but within the overlapping Mountain View-Edgewood Water Company wellhead protection zone. Prior to permit issuance, provide a letter of concurrence from Mountain View-Edgewood Water Company that the proposed UIC well complies with their UIC regulations and adequately prevents pollution from entering their wellheads. The Mountain View-Edgewood Water Company's letter of concurrence is not an exemption from the Washington Department of Ecology's UIC well program registration.	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)