



City of Puyallup

Engineering Division

333 S. Meridian, Puyallup, WA 98371
(253) 864-4165
www.cityofpuyallup.org

JMJ TEAM

905 MAIN STREET , SUITE 200
SUMNER, WA 98390

November 06, 2025

Development Submittal Notice

Permit Application Number PRCCP20251419

Dear JMJ TEAM,

Thank you for submitting your permit application documents to the City of Puyallup. The Permit Center reviewed your submission on October 29, 2025 and determined that it is insufficient.

Missing or Insufficient Submittal Documents

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

Completeness Check Comments

As a courtesy to our customers, the plan reviewers have conducted a completeness check to verify that the contents of the permit submission are adequate to complete a thorough first review. Even though all the minimum submittal documents were received, the plan reviewers have deemed your submittal as incomplete and compiled the completeness check comments below based on the scope and details of your project. Please address any comments below by updating your permit submittals and resubmitting them through the [permitting portal](#).

Planning Completeness Check

Nabila Comstock	(253)770-3361	NComstock@PuyallupWA.gov
- Additional Submittal Item Required: Apply for a Standalone SEPA permit via the Portal. Standalone SEPA requires a SEPA checklist. Civil application submittal can be deemed complete for planning		



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once Standalone SEPA has been applied for.

Project scope is subject to SEPA review since there will be more than 500CY of excavation or fill as confirmed by civil engineer.

SEPA checklist can be downloaded from City website at
www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE

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
(253) 864-4165, option 1
PermitCenter@PuyallupWA.gov