



City of Puyallup

**Building Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

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

Tonja Young  
17th Ave E  
Tacoma, WA 98445

November 21, 2025

## **Development Submittal Notice**

**Permit Application Number PRMH20251486**

Dear Tonja Young,

Thank you for submitting your permit application documents to the City of Puyallup. The Permit Center reviewed your submission on November 12, 2025 and determined that it is insufficient.

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

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

- Floor Plan – Floor plan has not been received, only a schematic. Please provide a floor plan of the building indicating where units will be installed.
- Structural Calculations for Mechanical Permit – Please provide structural details for rooftop unit or provide an explanation as to why you will not be providing these items.
- Structural Plans for Mechanical Permit – Please provide structural details for rooftop unit or provide an explanation as to why you will not be providing these items.

The submittal shall only be considered complete if the information requested above is received by the City of Puyallup within 90 days of 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.



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Always in Season,

**Puyallup's Permit Center**

333 S Meridian, 2nd Floor

Puyallup, WA 98371

(253) 864-4165, option 1

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