



City of Puyallup

Building Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Charlie Quo
1050 Lakes Dr, Suite 110
West Covina, CA 91790

December 01, 2025

Development Submittal Notice

Permit Application Number PRCTI20251541

Dear Charlie Quo,

Thank you for submitting your permit application documents to the City of Puyallup. The Permit Center reviewed your submission on November 26, 2025 and determined that it is insufficient.

Missing or Insufficient Submittal Documents

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

- Application Form – Provide a completed application form. See link [Application-for-Building-Permit](#)
- Construction Plan Set - Provide updated plans with only scope of work for Commercial Tenant Improvement/remodel. Remove signage from scope of work and include current floor layout. Plan set must be set to scale size 11x 17 or 24 x 36.

Note: A separate application will be required for Sign Permit. See information linked below if applicable:

General checklist for Sign/Awning permit :

All documents must be pdf, non-restricted, no layers 11 x 17 or 24 x 36

1. Completed Sign/Awning Application see link [Application-for-SignAwning-Permit](#)
2. Site Plan - see link [Site-Plan-Guidelines](#)
3. Sign detail drawing – drawings should include dimensions, weight, material, how will be installed/attached and a sample of the sign

Sign into [CityView Portal](#)



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- **BUILDING DIVISION**

- Apply for a Building Permit
- Application Type – *Sign/Awning*

****Complete all questions with the red asterisk**** on the permit portal.

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.

Always in Season,

Puyallup's Permit Center

333 S Meridian, 2nd Floor

Puyallup, WA 98371

(253) 864-4165, option 1

PermitCenter@PuyallupWA.gov