



City of Puyallup

**Engineering Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

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

Jessica Wall

2828 Colby Ave., Ste. 200

Everett, WA 98203

December 04, 2025

## Development Submittal Notice

**Permit Application Number PRCCP20251408**

Dear Jessica Wall,

Thank you for submitting your permit application documents to the City of Puyallup. The Permit Center reviewed your submission on October 27, 2025 and determined that it is insufficient.

### Missing or Insufficient Submittal Documents

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

Please see items highlighted below . Please contact the reviewer with any questions

- Traffic Scoping Worksheet – see link [Traffic-Scoping-Worksheet](#)

### 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](#).

Traffic Completeness Check		
Mieco Hutchens	(253)993-0179	<a href="mailto:mhutchens@puyallupwa.gov">mhutchens@puyallupwa.gov</a>
- A traffic scoping worksheet will be required for this project. City policy requires the project trips to		



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be estimated using 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.

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](mailto:PermitCenter@PuyallupWA.gov)