



City of Puyallup

**Building Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

# Permit Review Correction Letter

**Permit Application #PRCTI20251445**

December 22, 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:

<b>Building Review</b>	<b>Stan Kinnear</b>	<b>(253)770-3328</b>	<b>SKinnear@puyallupwa.gov</b>
<p>- Remove information that is not applicable to the tenant space.</p> <p>( Construction Set, AG1.2) [CONSTRUCTION PLANS; 2025\PRCTI20251445\Construction Set_ETC_Suite 2_Commercial Lot 3.pdf; pg. 2]</p> <p>- Provide specifications for the Saunas.</p> <p>(Construction Plans, A1.0) [CONSTRUCTION PLANS; 2025\PRCTI20251445\Construction Set_ETC_Suite 2_Commercial Lot 3.pdf; pg. 3]</p> <p>- Per engineer's notes on original building plans the roof top units need to be verified by the engineer of record.</p> <p>(Construction Set, A1.2) [CONSTRUCTION PLANS; 2025\PRCTI20251445\Construction Set_ETC_Suite 2_Commercial Lot 3.pdf; pg. 5]</p>			
<b>Engineering Review</b>	<b>Yianni Charitou</b>	<b>(253)435-3612</b>	<b>YCharitou@PuyallupWA.gov</b>
<p>- No janitor sink depicted in elevations, plumbing plans, or listed on plumbing fixture worksheet. Update all plans accordingly to address this fixture discrepancy. [CONSTRUCTION PLANS; 2025\PRCTI20251445\Construction Set_ETC_Suite 2_Commercial Lot 3.pdf; pg. 3]</p> <p>- Correct and label domestic water supply location. Refer to building permit PRCNC20250094 and civil permit PRCCP20230970. [CONSTRUCTION PLANS; 2025\PRCTI20251445\Construction Set_ETC_Suite 2_Commercial Lot 3.pdf; pg. 26]</p> <p>- Label fire water supply line. Fire service shall not be used for domestic water service. Refer to building permit PRCNC20250094 and civil permit PRCCP20230970. [CONSTRUCTION PLANS; 2025\PRCTI20251445\Construction Set_ETC_Suite 2_Commercial Lot 3.pdf; pg. 26]</p> <p>- Resubmit plumbing fixture worksheet to account for janitor sink if added to plumbing plans. Update both sheets if applicable. [PLUMB FIXTURE WORKSHEET; 2025\PRCTI20251445\Plumbing Fixture Worksheet_ETC_Suite 2_Commercial Lot 1.pdf; pg. 1]</p> <p>- Update drinking fountain quantity to two on both sheets since two distinct fountain fixtures are proposed. [PLUMB FIXTURE WORKSHEET; 2025\PRCTI20251445\Plumbing Fixture Worksheet_ETC_Suite 2_Commercial</p>			

Lot 1.pdf; pg. 1]

- Since sheet AG1.0 SITE PLAN, was not included in the construction plan set, provide the minimum site information including address (727 SHAW RD, Unit B, PUYALLUP, WA 98372) and tax parcel number (APN 0420264071) on sheet AG1.1 COVER SHEET. [CONSTRUCTION PLANS; 2025\PRCTI20251445\Construction Set\_ETC\_Suite 2\_Commercial Lot 3.pdf; pg. 1]

## 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 Completion	Occupancy for building permit PRCTI20251445 shall not be granted until building permit PRCNC20250094 is closed first.	Engineering Division	Open
Prior to Completion	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. Building permit PRCNC20241917 cannot be issued until boundary line adjustment PLBDJ20240103 is approved and recorded which depicts the required right-of-way dedication. The building permit site plan must match the approved boundary line adjustment. [Yianni Charitou @ 12/18/2025 3:00 PM]  Boundary line adjustment PLBDJ20240103 was approved on 4/14/2025 and recorded on 5/29/2025 under AFN	Engineering Division	Resolved

Condition Category	Condition	Department	Condition Status
	202505295001. [Yianni Charitou @ 12/18/2025 3:00 PM]		
Prior to Issuance	<p>In accordance with Puyallup Municipal Code 11.08.135, non-residential tenant improvement projects that qualify as substantial improvements (the cost of which equals or exceeds 50% of the market value of the structure before the "start of construction" of the improvement) and when the remodel valuation exceeds \$500,000 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 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 construction permit application PRCCP20240569 has been issued. [Yianni Charitou @ 12/18/2025 3:00 PM]</p> <p>PRCCP20240569 issued 4/22/2025. [Yianni Charitou @ 12/18/2025 3:00 PM]</p>	Engineering Division	Resolved
Prior to Completion	Your project is required to install frontage improvements in accordance with Puyallup Municipal Code 11.08.135. Building permit occupancy shall not be granted until the frontage improvements are completed and accepted, and civil construction permit PRCCP20240569 is finalized/closed. [Yianni Charitou @ 12/18/2025 3:01 PM]	Engineering Division	Open
Prior to Issuance	<p>Per Puyallup Municipal Code Chapter 11.24, the property is subject to two recorded sanitary sewer latecomer's agreements. The property owner will be required to submit a development contribution latecomer fee for the Viking JV, LLC sanitary sewer main extension and sanitary sewer lift station/force main as defined in latecomer's agreements recorded under AFNs 202107061306 and 202406210039, respectively. The latecomer's development contribution fees have been assessed on building permit application PRCNC20241917. [Yianni Charitou @ 12/18/2025 3:02 PM]</p> <p>Latecomer contribution fees paid under PRCNC20241917 on 3/13/2025. [Yianni Charitou @ 12/18/2025 3:02 PM]</p>	Engineering Division	Open
Prior to Completion	As depicted on civil construction permit PRCCP20230970, an approved reduced pressure backflow assembly (RPBA) device is	Engineering Division	Open

Condition Category	Condition	Department	Condition Status
	required to be installed on the commercial water service per City Standard Detail 03.04.02. 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> . 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. [Yianni Charitou @ 12/18/2025 3:03 PM]		
Prior to Completion	A minimum 1" fire service is required to supply the structure's fire sprinkler system. The applicant shall coordinate water service connection with the City prior to starting site work by scheduling an inspection through the CityView portal. Per City Design Standard Section 302.3, a double detector check valve assembly (DDCVA) backflow device is required on the fire service line to any building which is equipped with a closed fire sprinkler protection system. The DDCVA shall be located inside the building or in a vault at or near the property line and shall be installed in accordance with City Standard Detail 03.10.01-1 and 03.10.01-2. 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. [Yianni Charitou @ 12/18/2025 3:04 PM]	Engineering Division	Open
Prior to Completion	This property lies within a regulated flood zone. According to the FEMA LOMR Case Number 21-10-0191P issued on April 27, 2022 and effective September 8, 2022, the flooding zone has been revised and the proposed building is no longer within the AE flood zone. [Yianni Charitou @ 12/18/2025 3:05 PM]	Engineering Division	Resolved
Prior to Issuance	Contractor needs to have a valid City of Puyallup business license endorsement with Washington State Department of Revenue.	Development & Permitting Services	Open
Prior to Issuance	Must provide Contractor doing the work to be named on permit. Contractor must be registered with Washington State Labor and Industries AND have a valid City of Puyallup business license endorsement with Washington State Department of Revenue.	Development & Permitting Services	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)