



City of Puyallup  
**Engineering Division**  
333 S. Meridian, Puyallup, WA 98371  
(253) 864-4165  
[www.cityofpuyallup.org](http://www.cityofpuyallup.org)

# Permit Review Correction Letter

**Permit Application #PRCCP20251419**

December 26, 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 the bottom of the page.
- 3** If any resubmittal 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:

Engineering Civil Review	Jamie Carter	(253)435-3616	JCarter@puyallupwa.gov
<p>- Include all parcel numbers. [CIVIL PLANS; 2025\PRCCP20251419\2025_11-24 Todd Rd Sewer &amp; Water Extensions Civil Plans.pdf; pg. 1]</p>			
<p>- Ensure that all inlets that require protection are called out on this plan. [CIVIL PLANS; 2025\PRCCP20251419\2025_11-24 Todd Rd Sewer &amp; Water Extensions Civil Plans.pdf; pg. 7]</p>			
<p>- It is suggested to try and increase the slope of this long lateral as close to 2% as possible to avoid future maintenance issues. And although the project is private it is not recommended to drive heavy trucks over PVC pipe especially when there is 3 feet of cover or less. [CIVIL PLANS; 2025\PRCCP20251419\2025_11-24 Todd Rd Sewer &amp; Water Extensions Civil Plans.pdf; pg. 12]</p>			
<p>- SEWER_SEPTIC</p> <p>A. Proof of decommissioning of existing tanks, drain fields and systems required after connection is made during Utility Connection Permit phase. Once the connection is made to sewer and testing and inspection is complete then the septic systems must be decommissioned to the satisfaction of the Tacoma Pierce County Health Department and decommissioning paperwork must be submitted to the city.</p> <p>B. System Development Charges for each new sewer connection are currently \$6,555.06.</p> <p>C. Clean outs in paved areas (or to be paved areas) shall conform to City Standard Detail 04.03.05. Include this detail if relevant.</p> <p>D. The city has been transitioning from tees to factory wyes. Using wyes instead would help mitigate the low slopes and keep material moving better. [Comment Correction; ; pg. N/A]</p>			
<p>- STORMWATER</p> <p>A. Considering the entire project, this correction is intended to prepare the applicant for the stormwater testing and information that is required for a commercial project that is triggering stormwater requirements. For stormwater designs that intend to infiltrate (or to claim infeasibility from infiltration) or use subsurface BMPs (bioretention, ponds, permeable pavements - or to claim infeasibility from sub-surface BMPs) long term wet weather monitoring must be conducted and analyzed. This window is starting now and goes until April 1st. It is HIGHLY recommended that this testing gets done as prescribed or the project could be delayed by a full year, as wet weather monitoring is the only type of data accepted. Results from dry months will not be useful or accepted. Determining the in-situ infiltration rate will also be required for feasibility/infeasibility claims:</p> <ul style="list-style-type: none"><li>Preliminary feasibility/infeasibility testing for infiltration facilities shall be in accordance with the site analysis requirements of the Ecology Manual, Volume III, Chapter 3.2, specifically:</li></ul>			

- Groundwater evaluation, either instantaneous (MR1-5) or continuous monitoring well (MR1-9) during the wet weather months (December 1 through April 1). If you are not sure whether or not your project is required to perform this wet weather long term monitoring, then check with the review engineer from the city. For this project it will almost definitely be required. It is imperative that this monitoring is performed early in the design process so that the results can be utilized for storm design. Without it, the project could be delayed by a full year.

- Hydraulic conductivity testing:

o If the development triggers Minimum Requirement #7 (flow control), if the site soils are consolidated, or is encumbered by a critical area a Small-Scale Pilot Infiltration Tests (PIT) during the wet weather months (December 1 through April 1) is required for properties under 1 acre. Properties that are over 1 acre that have predicted low infiltration rates should perform Large Scale PIT Tests for better accuracy.

o If the development does not trigger Minimum Requirement #7, is not encumbered by a critical area, and is located on soils unconsolidated by glacial advance, grain size analyses may be substituted for the Small Scale PIT test at the discretion of the review engineer.

- Testing to determine the hydraulic restriction layer.

- Mounding analysis may be required in accordance with Ecology Volume V Section 5.2.7.

B. The City of Puyallup has determined through an informed interpretation of the 2019 SWMMWW that utility installation projects that construct new public utilities to enable private development are not "underground utility projects" as exempted by the 2019 Manual and the fully replaced sections count toward stormwater mitigation thresholds as new PGHS. Revise the totals and street paving based on this information and Detail 01.01.20 (attention to #6.b) and update the storm report to match. Areas outside of the fully replaced trench sections that are grind and overlay shall still be counted as like for like and not counted as new or replaced PGHS. Consider all totals and drainage basins for the future storm mitigation plan.

[Comment Correction; ; pg. N/A]

- Gravel is not allowed for new storage or parking areas in Puyallup. All areas proposed to be for storage or parking shall be paved in the same phase that the building is erected. No building permits shall be issued until the unpermitted gravel is converted or removed and parking and storage areas meet city standards. Ensure any right of way work (paving, utility installation, restoration, mitigation, etc.) enables the future frontage installation as much as is possible. The next review will focus on compatibility with future phases of design and construction. Provide as much detail about the final use and configuration as possible in the next submittal. [Comment Correction; ; pg. N/A]

#### - COST ESTIMATE

A. ON SITE MISC - Include Private Utility trenching for on-site work.

B. OFF SITE STREET - Include all elements of full depth road restoration as depicted on Detail 01.01.20.

Include proper totals for HMA, top course and base course in off site street. Include channelization/striping if relevant.

C. OFF-SITE WATER - revise based on water department comments and to match new design.

D. Include all design revisions throughout Cost Estimate. Download and use new version available here: <https://www.puyallupwa.gov/456/Additional-Forms> [Comment Correction; ; pg. N/A]

Public Works Water Review	Brian Johnson	(253)841-5442	BrianJ@PuyallupWA.gov
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<p>- Civil C5-201: This connection point is an existing 12-inch tee with a 12-inch BFV to the south and a 12-inch MJ. plug to the east. Remove the plug, install a 2-foot section of 12-inch DI class 52 pipe, and a new 12-inch BFV. Install new 12-inch DI pipe to the east end of the project. [CIVIL PLANS; 2025\PRCCP20251419\2025_11-24 Todd Rd Sewer &amp; Water Extensions Civil Plans.pdf; pg. 15]</p>		
<p>- Civil C5-201: This is a 4-inch gate valve that controls the existing 2-inch water main to the east. After the new 12-inch water main has passed purity and pressure test and all three water services have been transferred to the new 12-inch water main, remove this valve and install a 4-inch blind flange to abandon the 2-inch water main. [CIVIL PLANS; 2025\PRCCP20251419\2025_11-24 Todd Rd Sewer &amp; Water Extensions Civil Plans.pdf; pg. 15]</p>		
<p>- Civil C5-201: Existing blow-off assembly to be abandoned. [CIVIL PLANS; 2025\PRCCP20251419\2025_11-24 Todd Rd Sewer &amp; Water Extensions Civil Plans.pdf; pg. 15]</p>		
<p>- Civil C5-201: New 1-inch tap on new 12-inch water main. New 1-inch poly pipe, new 1-inch curb stop, and tie to existing 3/4-inch meter setter. [CIVIL PLANS; 2025\PRCCP20251419\2025_11-24 Todd Rd Sewer &amp; Water Extensions Civil Plans.pdf; pg. 15]</p>		
<p>- Civil C5-201: New 1-inch tap on new 12-inch water main. New 1-inch poly pipe, new 1-inch curb stop, and tie to existing 3/4-inch meter setter. [CIVIL PLANS; 2025\PRCCP20251419\2025_11-24 Todd Rd Sewer &amp; Water Extensions Civil Plans.pdf; pg. 15]</p>		
<p>- Civil C5-201: 2-inch water main will be abandoned near STA 5+26. [CIVIL PLANS; 2025\PRCCP20251419\2025_11-24 Todd Rd Sewer &amp; Water Extensions Civil Plans.pdf; pg. 15]</p>		
<p>- Civil C5-201: New 12-inch D.I. [CIVIL PLANS; 2025\PRCCP20251419\2025_11-24 Todd Rd Sewer &amp; Water Extensions Civil Plans.pdf; pg. 15]</p>		
<p>- Civil C5-202: Install a fire hydrant per city standard detail 03.05.01 around STA 8+40. It should be within 330-feet of existing hydrant to the west. [CIVIL PLANS; 2025\PRCCP20251419\2025_11-24 Todd Rd Sewer &amp; Water Extensions Civil Plans.pdf; pg. 16]</p>		
<p>- Civil C5-202: New 1-inch tap on new 12-inch water main. New 1-inch poly pipe, new 1-inch curb stop, and tie to existing 3/4-inch meter setter. [CIVIL PLANS; 2025\PRCCP20251419\2025_11-24 Todd Rd Sewer &amp; Water Extensions Civil Plans.pdf; pg. 16]</p>		
<p>- Civil C5-202: Existing 2-inch water main is already abandoned to the east. [CIVIL PLANS; 2025\PRCCP20251419\2025_11-24 Todd Rd Sewer &amp; Water Extensions Civil Plans.pdf; pg. 16]</p>		
<p>- Civil C5-202: Install a 2-inch blow-off at the end of the 12-inch D.I. water per city standard detail 03.06.01. [CIVIL PLANS; 2025\PRCCP20251419\2025_11-24 Todd Rd Sewer &amp; Water Extensions Civil Plans.pdf; pg. 16]</p>		

- Civil C5-301: Add City Standard details 03.01.01, 03.02.01-1, 03.02.01-3, 03.05.01, and 03.06.01 to this plan set. [CIVIL PLANS; 2025\PRCCP20251419\2025\_11-24 Todd Rd Sewer & Water Extensions Civil Plans.pdf; pg. 17]
- Civil C5-202: New 12-inch D.I. [CIVIL PLANS; 2025\PRCCP20251419\2025\_11-24 Todd Rd Sewer & Water Extensions Civil Plans.pdf; pg. 16]

## 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, and 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 Issuance	Please contact the DPS Support Specialist, Robin Loewen at RLOEWEN@PUYALLUPWA.GOV to request a pre-construction meeting prior to starting site work.	Engineering Division	Open
Prior to Issuance	A Performance Bond must be received by the City of Puyallup prior to permit issuance. The Performance Bond shall be 150% of the estimated cost of work in the ROW per the approved cost estimate received prior to plan approval (attached in CityView Portal under Documents & Images section). See <a href="https://www.cityofpuyallup.org/DocumentCenter/View/16622/Performance-Bond-51122-appvd-by-Legal">https://www.cityofpuyallup.org/DocumentCenter/View/16622/Performance-Bond-51122-appvd-by-Legal</a> for more information.	Engineering Division	Open
Prior to Issuance	Email a signed Inadvertent Discovery Plan to RLOEWEN@PUYALLUPWA.GOV.	Engineering Division	Open
Prior to Issuance	Overtime Inspection Fees / Main Shutdown Fees form is to be received prior to permit issuance. Signing this form is acknowledgement that there may be billed overtime inspection fees per the current fee schedule and that whenever the City Water Division staff is required to perform a mainline shutdown the fees shall be billed at \$134.00 per event plus \$10.00 per tag. Instances when a shutdown is performed outside regular	Engineering Division	Open

Condition Category	Condition	Department	Condition Status
	working hour's additional overtime fees will be billed at the current overtime billing rate (3 hour minimum call out time).		
Prior to Issuance	Certificate or Insurance/CG2012 must be received prior to issuance	Engineering Division	Open
Prior to Issuance	A Clear, Fill and, Grade Bond must be received by the City of Puyallup prior to permit issuance. The amount of the bond shall not be less than the total estimated construction cost of the interim and permanent erosion and sediment control measures per the approved cost estimate received prior to plan approval. See <a href="https://www.cityofpuyallup.org/DocumentCenter/View/16621/FG-Bond-101822-appvd-by-Legal">https://www.cityofpuyallup.org/DocumentCenter/View/16621/FG-Bond-101822-appvd-by-Legal</a> for more information.	Engineering Division	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)