



City of Puyallup

Building Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Anna Thompson
25 Central Way, Suite 210
Kirkland, WA 98033

January 15, 2026

Development Submittal Notice

Permit Application Number PRCNC20260044

Dear Anna Thompson,

Thank you for submitting your permit application documents to the City of Puyallup. The Permit Center reviewed your submission on January 14, 2026 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 including valuation w/current signature date. Application submitted excluded valuation and dated 06/16/2025.
- Construction Plan Set – Provide an updated Construction Plan Set to reference 2021 IBC
- Structural Calculations – Provide a Structural Calculation with no restrictions, locks, markup list or layers.
- Plumbing Fixture Worksheet for Commercial, Industrial, and Multi Family Projects – Provide Plumbing Fixture Worksheet see link [Plumbing-Fixture-Worksheet](#). Verify with Engineering Department at engineering@puyallupwa.gov or 253-864-4165 option 2 if required for review.

All submittal documents must be pdf, non-restricted, no layers, no markup list and flatten for review.

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.



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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